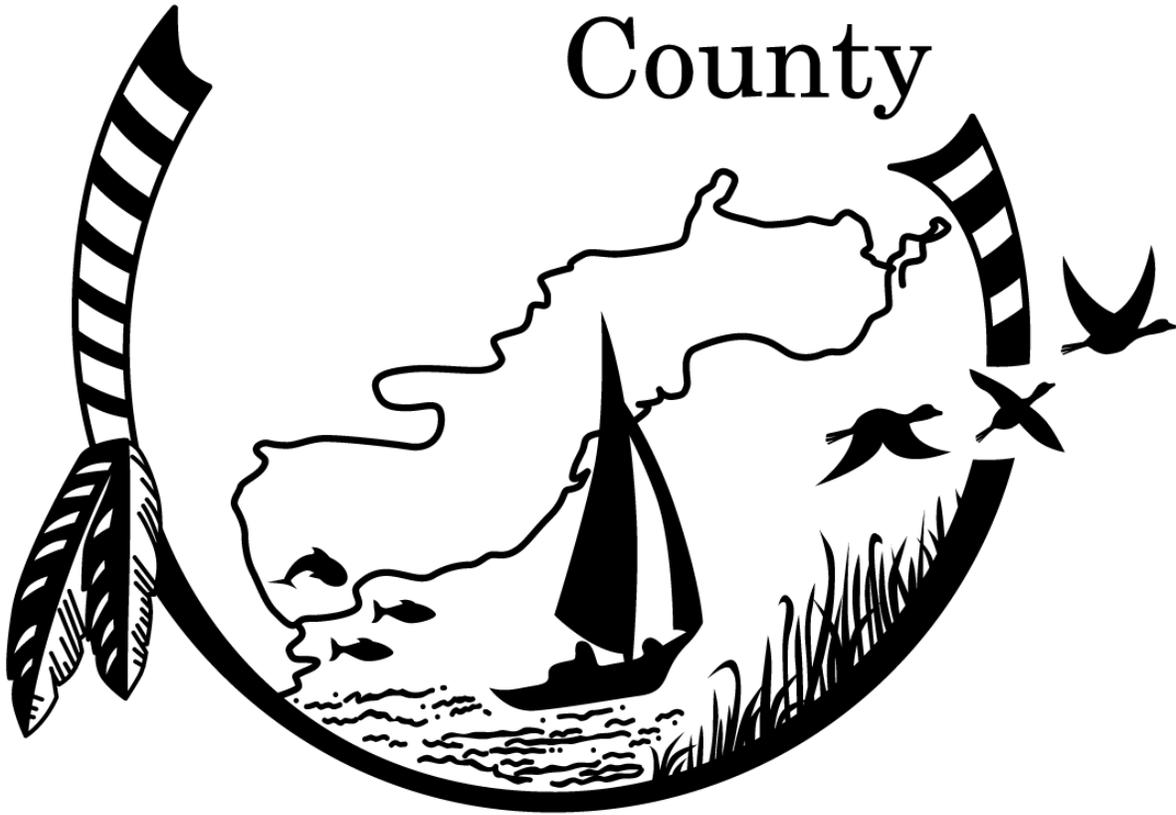


Green Lake County



**PERSONNEL POLICIES
AND
PROCEDURES MANUAL**

**PREPARED BY THE PERSONNEL COMMITTEE
OF
THE GREEN LAKE COUNTY BOARD OF SUPERVISORS**

APRIL 2015

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INTRODUCTION

This Green Lake County Personnel Policy and Procedures Manual (Manual) has been prepared to acquaint you with Green Lake County (County) and provides guidance and information regarding your employment with the County. You should read, understand, and comply with all provisions of the Manual. It describes many of your responsibilities and expectations as an employee and outlines the programs developed by, the County to benefit employees.

This Manual applies to all County employees not covered by a collective bargaining agreement and to all employees so covered when the provisions of this Manual do not contradict a collective bargaining agreement or when this Manual addresses an area which is not covered by a collective bargaining agreement. This Manual is subject to any controlling ordinance, resolution, regulation, state or federal statute, code or regulation or other legally controlling authority.

Unless otherwise agreed to in writing by the Green Lake County Board of Supervisors, employment with the County is “at will” and is for no definite period of time and may, regardless of the date and method of payment of salary or wages, be terminated by the County or an employee, with or without cause and with or without prior notice at any time. No personnel policy, procedure, practice or representation, oral or written, abrogates or alters this “at-will” condition of employment. Nothing contained in the Manual, or any other document provided to County employees is intended to be, nor should it be, construed as a guarantee that employment or any employment benefit will be continued for any period of time (except as otherwise mandated by State or Federal law). The policies set forth in this Manual are not a contract, are not intended to create a contract, nor do they create a contract of employment or an obligation of any kind between the County and any of its employees.

Individual Departments may have policies that supplement the policies in this Manual. Employees are expected to follow both the policies in this Manual and Departmental policies. If there is a conflict between the Manual and Departmental policies, the Manual shall take precedence.

The County has developed the policies and provisions in this Manual and may change, supplement or rescind them at any time. This will be done as deemed appropriate and in the sole and absolute discretion of the County, with or without notice. The provisions set forth in this Manual supersede any and all prior personnel policies, procedures and practices, whether written or established by past conduct. Final interpretation and implementation of any of the policies or rules in this Manual is vested solely with the County.

I. ADMINISTRATIVE AND LEGAL POLICIES

EQUAL OPPORTUNITY EMPLOYMENT

It is the policy of Green Lake County to provide equal opportunity in county employment as required by law regardless of age, race, creed, religion, color, marital status, sex, national origin, ancestry, disability, sexual orientation, arrest or conviction record or political beliefs. This policy shall include, but not be limited to the following: recruitment and employment, promotion, transfer or demotion, compensation, selection for training and layoff or termination.

It is the policy of Green Lake County to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA) and other laws. (See Appendix A) The County will make reasonable accommodation wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job and provided that any accommodations made do not impose an undue hardship on Green Lake County.

Any employee who believes that a violation of any portion of this policy has occurred should bring such violation to the attention of the County Clerk or the County Board Chairperson who will investigate and remedy any violation found to have occurred. Green Lake County prohibits retaliation against any employee who makes a good faith report of discrimination. Any employees, including managers, involved in discriminatory practices will be subject to corrective actions up to and including discharge.

PERSONNEL CLASSIFICATIONS

The following establishes the categories of employees in the County and will be used to determine an employee's status unless otherwise stated in this Manual. Once placed in a category, an employee shall remain in that category unless and until the County formally changes the employee's status to another employment category. Employees may not automatically change employment categories.

A. General Employees

1. "Regular full time employee" is defined as an employee who is regularly scheduled to work a full-time shift of thirty-five (35) to forty (40) hours per week. Regular full-time employees are eligible for fringe benefits, subject to the terms, conditions and limitations of each benefit program. It is recognized that regular full time employees in law enforcement (sheriff's deputies and corrections) may be scheduled to work full-time shifts in excess of forty (40) hours per week without incurring overtime under the partial law enforcement exemption of the Fair Labor Standards Act (FLSA).
2. "Regular part-time employee" is defined as an employee who is regularly scheduled to work less than a full-time schedule in the employee's department but who works at least one thousand two hundred (1200) hours. "Regular part-time employees" may be eligible for fringe benefits subject to the terms and limitations of each benefit program.

During the first year of employment, an employee may qualify as a "regular part-time" employee and will be provided with applicable benefits on a prorated basis if the employee is scheduled to work one thousand two hundred (1200) hours or more but less than the annual hours of a regular full time employee in the employee's department. After the first year of employment, the determination of whether an employee continues to qualify as a regular part-time employee as well as the benefits the employee may be entitled to receive will be made on the basis of the number of hours the employee worked in the year prior to the employee's anniversary date. If an employee continues to qualify as a "regular part-time employee," the employee will be provided applicable benefits, other than health insurance, on a pro rata basis based on number of hours that the employee worked in the prior year compared to the annual scheduled number of hours of a regular full time employee in the same department. The benefit programs to which a part-time employee may be entitled are set forth in this Manual.

3. "Part-time employee" is defined as an employee who is regularly scheduled to work less than one thousand two hundred hours (1200) per year. Part-time employees are ineligible for benefits unless required by law. Part-time employee status is determined at the time of hire and thereafter on the employee's anniversary date.

4. “Limited Term Employee” means an employee who is hired for a limited duration to temporarily supplement the workforce, to serve as an interim replacement for an employee on leave or to assist in the completion of a specific project. Limited term employees are ineligible for the County’s benefit programs unless required by law.
5. “Seasonal Employee” means an employee hired for an abbreviated time span to meet seasonal program needs. Seasonal employment terminates at the end of the season or otherwise at the will of the employee or the County. Seasonal employees are ineligible for the County’s benefit programs unless required by law.
6. “Casual Employee” means an employee who does not work a regular full-time or part-time schedule, such as a call-in. Casual employees are ineligible for the County’s benefit programs unless required by law.

B. Law Enforcement--24/7 Employees

1. “Full time Employee” is defined as a law enforcement—24/7 employee who is regularly scheduled to work 1950 hours or more annually. Regular full-time law enforcement—24/7 employees are eligible for fringe benefits, subject to the terms, conditions and limitations of each benefit program. It is recognized that regular full time law enforcement—24/7 employees (sheriff’s deputies and corrections) may be scheduled to work full-time shifts in excess of forty (40) per week without incurring overtime under the partial law enforcement exemption of the Fair Labor Standards Act (FLSA).
2. “Part-time Employee” is defined as a law enforcement—24/7 employee who works less than 1950 hours annually. Part-time law enforcement—24/7 employees are ineligible for benefits unless required by law. Part-time law enforcement—24/7 employee status is determined at the time of hire and thereafter on the employee’s anniversary date.
3. “Limited Term Employee” means an employee who is hired for a limited duration to temporarily supplement the workforce, to serve as an interim replacement for an employee on leave or to assist in the completion of a specific project. Limited term employees are ineligible for the County’s benefit programs unless required by law.
4. “Seasonal Employee” means an employee hired for an abbreviated time span to meet seasonal program needs. Seasonal employment terminates at the end of the season or otherwise at the will of the employee or the County. Seasonal employees are ineligible for the County’s benefit programs unless required by law.
5. “Casual Employee” means an employee who does not work a regular full-time or part-time schedule, such as a call-in. Casual employees are ineligible for the County’s benefit programs unless required by law.

NON-EXEMPT, EXEMPT AND PARTIALLY EXEMPT EMPLOYEES

In addition to personnel classifications, employees are generally classified under the Fair Labor Standards Act (“FLSA” or “Act”) and state wage and hour laws (collectively “FLSA”) as non-exempt, exempt and partially exempt. An employee’s classification under the FLSA determines, among other things, whether an employee is entitled to premium overtime pay. The County designates employees as exempt, non-exempt or partially exempt in accordance with the requirements of the FLSA.

1. Non-exempt employees. Non-exempt employees are entitled to all of the protections provided by the FLSA including minimum wage, compensation for hours worked in excess of scheduled hours and premium overtime pay equal to time and one-half for all hours worked over forty (40) in a work week. Non-exempt employees qualify for compensatory time under the FLSA in lieu of premium pay for overtime hours worked (to the extent that compensatory time is made available by the County).
2. Exempt employees. Exempt employees receive an annual salary for the services they perform and generally are not subject to the requirements of the FLSA. This means that exempt employees are not entitled to, and do not receive, among other things, additional compensation for hours worked outside of their scheduled hours (if any) or premium overtime pay/compensatory time for hours worked in excess of forty (40) hours per

week. Exempt employees include, but are not limited to, Department Heads, Supervisors, Administrators, Managers, certain information technology (IT) employees and professional employees.

3. Partially-exempt employee. Partially exempt employees are paid on an hourly basis but are not eligible to receive premium overtime pay for hours worked over forty (40) in a work week. Instead, partially exempt employees receive premium overtime pay based on whether they work more than a defined number of hours in a designated “work period.” A “work period” consists of a period of days set by the County (which may or may not coincide with an employee pay period). The FLSA defines the number of hours which a partially exempt employee may be required to work during a work period before being entitled to premium overtime pay equal to time and one-half. The maximum number of hours that may be worked varies depending upon the occupation of the employee. Partially exempt employees include sheriff’s deputies and corrections employees.

CHAIN OF COMMAND

The Administrative Coordinator is the primary professional advisor to the County Board Chair and oversees the day to day operations of the County including the development, supervision, and operation of the County, its personnel and facilities. The Administrative Coordinator is provided with the discretion to determine the best method of implementing the policy decisions of the County Board.

The Department Heads of the County are part of the management team and report to the controlling committees. Supervisors subordinate to the Department Heads are also members of the management team. This management team concept is the process by which a recommendation for County action is developed and the decision implemented.

All staff members and Supervisors shall be responsible for referring matters requiring attention to their Supervisor, who shall refer such matters to the next higher authority, when necessary, and through the Administrative Coordinator to the County Board. Each employee is to keep the person to whom that the employee reports informed of the employee’s activities by whatever means the Supervisor deems appropriate. Unless otherwise provided in this Manual, if an employee has any questions, concerns, opinions or suggestions about the information contained in this Manual, Departmental Rules or about any other aspect of their job, including problems with any other County employees, then those issues should be delivered through the chain of command by first raising the issue with their Supervisor and proceeding onward through the chain of command to the extent necessary and appropriate.

Any employee who receives directives or requests, either verbal or written, that are outside of normal delivery of services, from any individual citizen, business representative or elected or appointed official is to immediately report such directive or request to the employee’s Supervisor. No specific directives or requests from such persons are to be fulfilled unless permission to do so is given by the employee’s Supervisor.

WORK WEEK

The normal work week for full-time non-exempt County employees will be determined by the County but will generally be either thirty-five (35), thirty-seven and one half (37 ½) or forty (40) hours per week. For purposes of payroll and calculating overtime, the work week for all departments other than highway begins at 12:00 a.m. each Friday and ends at 11:59 p.m. each Thursday. The work week for highway is from 12:00 a.m. Monday until 11:59 p.m. each Sunday. Work periods for partially exempt law enforcement employees will be established in accordance with the FLSA.

Department Heads will inform non-exempt employees of their work schedules and the specific hours they are required to work. Although non-exempt employees will generally work set schedules (e.g., 8:00 a.m. to 4:30 p.m.), work schedules may be modified as necessary to meet service demands and to avoid the accrual of unnecessary overtime and overtime expense. For example, an employee may be instructed not to begin to work until later in the day to accommodate the need to provide services in the evening. Likewise, if an employee completes his or her scheduled hours before the end of the work week, the employee may be sent home in order to avoid overtime hours and premium overtime pay.

Unless otherwise determined by a Department Head or Supervisor in their sole discretion as circumstances may require, employees who work a full time shift will be provided with a one-half (½) hour unpaid lunch break which will normally fall between 11:30 a.m. and 1:00 p.m.. Employees of some Departments may receive up to a one (1) hour unpaid lunch break, depending upon the service hours of the Department. Employees may not skip lunch periods or use them at the

beginning or end of the workday, without the specific approval of the employee's Department Head or Supervisor. Employees are considered off duty, and are free to leave the premises, during lunch periods.

The normal work week for exempt employees will generally be at least forty (40) hours per week and such additional hours as necessary to complete the function for which they are employed. Unless otherwise approved in advance, exempt management employees (i.e., Department Heads) are required to work shifts on premises within the operating hours of the County courthouse, i.e., 8:00 a.m. to 4:30 p.m.

PAID BREAKS

Employees may be provided paid break periods at the discretion of the Department Head based on work demands and needs. The availability and length of break times (not to exceed fifteen (15) minutes in length nor more than 2 per day) will be determined by the Department Head based on staffing and other operational concerns. Employees may not leave the building during paid breaks.

PAYMENT OF WAGES

Payroll Periods. The County uses a bi-weekly payroll period. Payment is issued on Thursday of every other week, except when the payday is an official holiday. All employees are required to receive their wages by direct deposit. For purposes of calculating employees' pay, the following guidelines will be followed:

1. Exempt employees who are paid a base salary shall have their pay computed on a bi-weekly time period.
2. Non-Exempt employees will be paid on the basis of the hours that are actually worked during the bi-weekly pay period.

Employees should examine their advice of deposit carefully when they receive it. If employees have any questions regarding the advice, contact the County Clerk's Office immediately. Errors are possible and if they occur, the County wants to correct them promptly.

OVERTIME AND COMPENSATORY TIME

Overtime Pay. Under the FLSA, non-exempt employees are entitled to be paid premium overtime pay at one and one-half (1½) times the employee's regular rate of pay for all overtime hours worked over forty (40) in a workweek. Partially exempt employees are entitled to be paid premium overtime pay at one and one-half (1 ½) times the employers regular rate of pay for all hours worked over the established work period. Premium overtime pay is based on actual hours worked. Sick leave, vacation leave, compensatory time off, on-call premiums or any other paid and unpaid leaves of absence, are not considered hours worked for purposes of determining overtime pay under the FLSA. Overtime pay shall be paid in the pay period in which the overtime was earned.

Overtime Hours. Overtime hours should be granted for unusual occurrences or Department requirements only, and must be pre-approved by the employee's Department Head or Supervisor. All overtime shall be initialed by the Department Head or Supervisor on the employee's timecard/timesheet. Employees who fail to obtain authorization for overtime hours, i.e., hours in excess of those the employee is scheduled to work, are subject to discipline up to and including discharge from employment.

Compensatory Time for Non-exempt and Partially Exempt Employees. The County may provide non-exempt and partially exempt employees with compensatory time instead of paying for overtime hours worked in excess of forty (40) hours. Compensatory time will be provided in accordance with the requirements of state and federal law.

Use of Compensatory Time by Non-exempt and Partially Exempt Employees. The Department Head or Supervisor must pre-approve the hours that the employee plans to be absent from work prior to the employee taking compensatory time. The Department Head and Supervisor shall manage requests to use compensatory time in accordance with the FLSA. The County may require employees to use compensatory time in accordance with the FLSA.

Accumulation of Compensatory Time. Compensatory time may be accumulated in an amount not to exceed twenty (20) hours and any hours in excess of twenty (20) hours shall be paid out. UWEX employees during the week of the County Fair may accumulate up to seventy-five (75) hours of compensatory time and any hours in excess of seventy-five (75) hours shall be paid out. Highway employees may accumulate up to forty (40) hours of compensatory time and any hours in excess of forty (40) hours shall be paid out. It is the Department Head's responsibility to monitor and pay out employees for any excess hours. The County may pay out banked compensatory time at any time. All compensatory time earned by employees shall be used by December 15th or paid out by the last payroll period of each year.

Deductions From Salaried Employees. It is the policy of the County to fully comply with the FLSA and applicable state law relating to deductions from salaries of exempt employees. It is further the policy of the County to promptly investigate and correct any improper payroll deductions or other payroll practices that do not comply with the FLSA. If an employee believes that an improper payroll practice — such as an improper deduction from an exempt salary — has occurred, he or she may make a complaint to the County Clerk's office. The County Clerk's office will see that the matter is appropriately reviewed; the employee will be reimbursed for the amount of any inappropriate deduction taken.

UNAUTHORIZED HOURS AND WORKING FROM HOME

Non-exempt and partially exempt County employees are prohibited from working outside their scheduled hours without the express approval of their Department Head. Non-exempt and partially exempt employees who work prior to or following their shifts without authorization shall be subject to discipline up to and including discharge from employment.

Non-exempt and partially exempt employees are generally prohibited from working at home. However, the County recognizes that there could be circumstances which would make it necessary for an employee to work from their home but only on a very limited and temporary basis. If circumstances warrant such a decision, prior approval must be granted by the Department Head, Administrative Coordinator and Committee of Jurisdiction and all time worked by the employee must be recorded accurately in writing. Non-exempt and partially exempt employees who work from home without prior approval shall be subject to discipline up to and including discharge from employment.

COUNTY RESIDENCY

Employees in key positions who are required to be available for emergency duty or who, by the nature of their position, must be available for work on very short notice, shall reside within a designated travel time or distance from their work site. Times and distance requirements for employees shall be determined by the Department Head along with the governing committee and shall be set forth in the job description for the position. Some Federal or State-funded employment programs may require the employment of residents of a particular geographical area and such employment requirements shall be met and abided by in the same manner as if incorporated in this Manual.

PERSONNEL AND MEDICAL RECORDS

The County maintains employee personnel and medical records in the County Clerk's Office. Employee medical records are maintained separately from the employee's personnel file. Personnel files and employee medical records are confidential and remain the property of the County. All employee personnel and medical records shall be maintained and retained in accordance with County record retention policies and existing state and federal laws.

The County allows viewing of personnel and medical records by employees and designated representatives upon written request in accordance with, and subject to the limitations and exceptions of, section 103.13 of the Wisconsin Statutes. The right of the employee or the employee's representative to inspect personnel and medical records includes the right to receive a copy of the records. The County may charge a reasonable fee for providing copies of records.

Employees are responsible for ensuring that the information in their personnel files is up to date. Accordingly, it is an employee's responsibility to:

- Notify their Department Head of any changes that could affect their personal status as an employee;
- Provide such information and documentation as may be necessary to prepare a complete and accurate personnel file;

- Advise the County Clerk in writing of those items in their personnel file which may be released to other than governmental agencies having a need to know, e.g., financial institutions/lenders, etc.; and,
- Advise their Department Head of such changes in personal status as marriage, divorce, birth of a child, death of a family member, etc., within five (5) working days of the occurrence so that appropriate changes can be made in their personnel record file.

INCLEMENT WEATHER

In the event of severe inclement weather when travel has been determined to be hazardous, the County Board Chairman or their designee shall announce the closure of County facilities, except as noted below, by 6:00 AM or as soon thereafter as possible by notifying radio stations in Berlin, Oshkosh, Ripon and Waupun to publicize the closure. Notice of closure shall also be placed on the County's website.

In the event County facilities are closed, eligible employees may utilize the following options to replace the time lost by such a closure:

1. Make up the time lost over a sixty (60) day period, commencing the day after the closure, said makeup time being credited at straight time, with times to be arranged with the Department Head.
2. Use previously earned compensatory time.
3. Use a vacation day, floating holiday or personal day.
4. Elect, in writing, to have the day deducted from pay.

Department Heads will ensure that records of make-up time are forwarded to the County Clerk's Office by the completion of the sixty (60) day period. Should such record not be received by that time, a salary deduction will be made from the next payroll check due the employee.

In the event an inclement weather emergency/closure is declared after the commencement of a workday, make up time shall be prorated accordingly, hour for hour.

Employees may not continue to work after a closure is declared unless authorized by a Supervisor or a Department Head. Unauthorized work will subject the employee to discipline up to and including discharge from employment.

In the event an employee chooses not to come to work due to inclement weather, and an emergency/closure is not declared, the employee must obtain approval from their Supervisor for the absence and any lost time must be either unpaid, vacation or personal time.

This policy applies to all County employees except those with Law Enforcement duties, Highway Department employees and Maintenance Department personnel. The County Circuit Court judge shall be consulted prior to announcing closure of the court facilities.

FAMILY, MEDICAL AND MILITARY CAREGIVER LEAVE

The County complies with all federal and state laws and regulations regarding Family Medical and Military Caregiver Leave. A copy of the County's policy on Family Medical and Military Caregiver Leave is attached as Appendix B to this Manual.

BREAK TIME FOR NURSING MOTHERS

Under Section 7 of the FLSA, employers are required to provide reasonable break time for an employee to express breast milk for her child(ren) for up to one year after the child(ren)'s birth, each time such employee has need to express the milk. Anticipated lactation times shall be established by each employee, with the approval of their specific Department

Head or Supervisor. Employees will be asked to use their lunch breaks to help balance their work and personal needs. Additional unpaid break time or flex time may be granted by the Department Head solely for the purpose of expressing milk, as long as providing such break time does not unduly disrupt operations. Discrimination and harassment of breastfeeding mothers in any form is unacceptable and will not be tolerated. The County will make facilities available for nursing in accordance with the FLSA.

WORKERS COMPENSATION

Employees injured on the job shall immediately report any injury to their Supervisor or Department Head. Employees who qualify for workers compensation benefits will be paid benefits as provided by state law.

RETURN TO WORK POLICY

The County desires that employees who are unable to perform the functions of their regular job because of a work-related injury or illness that prevents their return to regular assigned duty should, where possible, be temporarily assigned alternative productive work subject to necessary medical certification. The County does not assign employees to non-productive work. It does desire to obtain the benefits of a temporary assignment of alternative productive work which maintains a level of activity, productivity, serves a therapeutic purpose and which quickens the employee's return to regular assignment. Alternative productive work is reserved for employees that are temporarily disabled because of a work-related injury or illness. Alternative productive work may be assigned within or outside an employee's regular department. **THE WORK ASSIGNED UNDER THIS POLICY IS NOT PERMANENT IN NATURE AND THE COUNTY RETAINS THE ABSOLUTE DISCRETION TO MODIFY WORK ASSIGNED HEREUNDER AT ANY TIME.**

Procedure:

1. An employee injured or suffering an illness at work will provide to their Supervisor, as soon as possible, written certification of any restrictions imposed upon them by a licensed medical provider. This will include the projected duration of the restriction(s).
2. The Administrative Coordinator in cooperation with the Department Head will evaluate the restriction(s) and determine if temporary assignment of alternative productive work is available. The Department Head with the Administrative Coordinator may recommend assignment of the restricted employee to such available work and for the hours that such work is available.
3. It is expressly understood that:
 - a) No obligation exists for the County to provide or create a temporary assignment of alternative productive work or convert a regular job for the purposes of a temporary assignment.
 - b) Temporary assignment of alternative productive work does not create a regular employment opportunity and is made as a temporary assignment only which will terminate at the conclusion of a specified time period. The specific end date of the assignment will be communicated clearly in writing to the employee upon temporary assignment of alternative productive work. Vacation and paid holidays may be excluded in calculating the time period.
 - c) Unused accrued vacation and sick leave may be used in lieu of a temporary assignment to alternative productive work.
 - d) The Administrative Coordinator with the Department Head will determine the amount of temporary assignment of alternative productive work available in any department.
 - e) Temporary assignment of alternative productive work is separate and distinct from the duties of the employee's regular job. However, the employee may be assigned to perform those duties of the regular job that the employee can perform without restriction or limitation.
 - f) An employee is entitled to remain on unpaid FMLA leave until the FMLA leave entitlement is exhausted. Nothing in this policy shall be construed as limiting an employee's state and federal FMLA rights.
 - g) Temporary assignment of alternative productive work may be considered only when an employee is certified by a licensed medical provider as unable to perform the functions of their regular job.

- h) An employee's regular work schedule may change during the temporary assignment of alternative productive work to accommodate the department's needs.
 - i) If alternative productive work is unavailable within an employee's regular department, the County may assign alternative productive work to the employee outside the employee's regular department.
4. All temporary assignment of alternative productive work will be reviewed each thirty (30) calendar day period by the respective Department Head and the Administrative Coordinator.
 5. This procedure does not in any way constitute an employment contract and the County reserves the right to amend this procedure at any time.

EXPENSE REIMBURSEMENT

Employees will only be reimbursed for pre-approved expenses. All expenses shall be reimbursed in accordance with applicable Internal Revenue Service (IRS) guidelines. The County's policy on expense reimbursement is attached as Appendix C to this Manual.

VEHICLE INSURANCE

All County employees who use their private vehicles for County business are required at their own cost to carry liability insurance in the amount of at least \$100,000/\$250,000/\$25,000. Employees who use their private vehicles for County business shall file proof of such insurance with the County Clerk's Office at the time of hire and at each subsequent renewal or change. The employee's motor vehicle insurance coverage shall be primary over all other collectible insurance maintained by the County. The County's vehicle and umbrella insurance policies shall provide all coverage in excess of the aforementioned amounts.

PERFORMANCE EVALUATIONS

The County conducts periodic performance evaluations of employees with the exception of elected officials. Performance evaluation results may be considered and used for a variety of reasons including, without limitation, decisions affecting placement, transfers, salary advancement, promotions, demotions, layoffs, discipline, discharge and training.

RESIGNATIONS - TERMINATION PAY

In order to receive termination pay, employees shall give Green Lake County a minimum of fifteen (15) calendar days written notice of termination to the County Clerk. Department Heads shall be required to give thirty (30) calendar days written notice of termination to the County Clerk. Termination pay shall consist of payment for any unused vacation earned at the last anniversary date, and holiday pay for law enforcement personnel only, earned to the last day of employment. The employee with at least one year of service shall receive credit for pro-rated days earned to the last full month completed after the anniversary date. Under no circumstances shall employees whose employment is involuntarily terminated for any reason, including, without limitation, layoff, be entitled to termination pay under this policy.

Employees must actually work through their notice period and may not use benefited time or regularly scheduled days off to complete their notice period or extend their last date of employment (except in cases of an emergency). For example, an employee may not resign effective July 2 and take vacation or other paid leave as their last two weeks of employment.

RETURN OF PROPERTY UPON LEAVING EMPLOYMENT AND EXIT INTERVIEWS

Employees leaving the County service must return all County-owned property, office keys, their County Employee Identification Badge and their swipe/security card prior to receiving their final paycheck. Exit interviews may be conducted with all employees leaving County service.

POLICY FOR INTERIOR DECORATIONS

The County has adopted a policy governing interior decorations within County facilities. The policy is set forth as Appendix D to this Manual

UNPAID LEAVES OF ABSENCE

The County will grant unpaid leaves of absence for defined durations when required by law and may otherwise grant unpaid leaves of absence when the County determines, in its sole discretion, that granting of such leave is in the best interests of the County. Unless otherwise required by law, the following conditions shall govern the granting of discretionary leaves:

1. Except as provided by law, no continuous unpaid leave of absence in excess of six (6) months shall be granted.
2. Any request for an unpaid leave of absence shall be submitted in writing by the requesting employee to their Department Head as far in advance of the anticipated leave dates as possible. The Department Head will present the request to the governing committee and the Personnel Committee or its designees. Except in unavoidable situations, no unpaid leave of absence shall be granted retroactively.
3. No unpaid leave of absence shall be granted unless all available paid leave, including, without limitation, sick leave, vacation and floating holidays have been used, except as provided by law.
4. An employee granted unpaid leave of absence shall not be employed elsewhere during this leave period, unless for military leave.
5. In the event of sickness when the employee does not have available sick leave, vacation or floating holiday, the Administrative Coordinator may, with the Department Head's concurrence, approve unpaid leave up to 3 consecutive days.

Unless required by law, paid benefits and any applicable service credits shall not continue during an unpaid leave of absence. Employees are responsible for paying the total of his or her monthly health insurance premium during an unpaid leave of absence unless otherwise required by law. All leaves granted under this section which would qualify as leaves under the State or Federal Family and Medical Leave Act or other applicable law will be administered in accordance with, and counted as, leaves taken pursuant to those acts.

VOLUNTARY SHARED LEAVE

The County permits employees to assist other employees by donating earned vacation, personal days and/or holidays in the case of a prolonged, life threatening medical condition or accident which exhausts the employee's available paid leave sources, i.e., sick leave, vacation, floating holiday and compensatory time, and forces the employee to be on a leave without pay status. The County's Voluntary Shared Leave policy is attached to this Manual as Appendix E. Authorizations and approvals under this program are at the sole discretion of the Personnel Committee.

VOLUNTARY UNPAID LEAVE PROGRAM

Purpose:

The purpose of this program is for the County to reduce County expenses by providing an incentive for employees to voluntarily take time off without pay.

Who is Eligible:

All regular full-time and part-time regular employees of the County.

Program Guidelines:

1. Participation in the Voluntary Unpaid Leave Program requires approval by the Department Head, and Administrative Coordinator.
2. Requests will be reviewed on a case-by-case basis and unpaid time off will be granted **only** if it results in a cost savings, deemed in the public's interest, reflect the operational needs of the employee's department and it does not adversely affect services to the public. Leave that causes an increase in costs or requires overtime for other employees or when employee returns will not be approved.
3. Leave requests must be for an employee's normal or regular shift hours. Voluntary leave can only be taken in full day increments up to a maximum of one week during the program period.
4. An employee's vacation, floating holiday and/or compensatory time balance(s) do not have to be exhausted before voluntary unpaid leave is requested.
5. All leaves will be voluntary and without compensation; however, the employee's current benefits (vacation and sick leave accrual and County contribution of the insurance programs for which the employee is a current participant) will be maintained provided an employee meets all of the other applicable eligibility requirements associated with the particular benefit.
6. Use of this program does not eliminate the requirement for employees to use all accrued vacation by each anniversary date and will not result in carryover vacation.
7. The County reserves the right to rescind or modify the Voluntary Leave Unpaid Leave Program with or without notice, and at its sole discretion.
8. An employee must be in pay status (**not on approved or unapproved unpaid leave**) the day before and following a holiday to be eligible for holiday pay.

Procedure:

1. An employee must submit a Voluntary Unpaid Leave Program request form to their immediate Department Head to request time off under this program.
2. Department Head will approve or deny the request and forward any approved requests to the Administrative Coordinator for final approval/denial.
3. If the request for unpaid leave is by a Department Head, the request must be submitted to the governing committee chairperson who will approve or deny the request. The governing committee chairperson will forward any approved requests to the Administrative Coordinator for final approval/denial.

II. EMPLOYEE CONDUCT

PUBLIC SERVICE MISSION

Each employee of Green Lake County, as a public servant, is expected to deal with the public at all times in a prompt, polite and helpful manner.

ATTENDANCE

All employees are expected to work every scheduled work day, to report on time for their assigned shift and to end their shift as scheduled unless otherwise directed. Employees are further expected to return from scheduled lunch breaks on time and to work until the employee is relieved from duty. Punctuality and regularity in attendance are required.

Employees must promptly report to work upon the expiration of an approved leave including, without limitation, return from approved vacations, sick days, personal days and Family Medical Leave.

An employee shall immediately contact their Supervisor or Department Head if unable to report for work or if unable to report to work on time for any reason. If an employee is unable to report to work, they must contact their immediate Supervisor as early as possible, but no less than fifteen (15) minutes after the start of their schedule shift. Special reporting rules apply for absences covered by the sick leave policy. Failure to report an absence within this time period may result in ineligibility for paid time off and/or disciplinary action. This section may be modified by department rule. If an employee is absent from work for three (3) consecutive days without notifying their Supervisor or an employee's request for paid time off has been denied and the absence occurs anyway, the County will consider employment to have been voluntarily terminated and/or abandoned. Nothing in this policy precludes the County from imposing discipline, up to and including discharge, for an unapproved absence regardless of the number or frequency of previous incidents. Failure to comply with any aspect of the County's attendance policy as well as excessive, habitually repetitive, or patterns of absences and/or tardiness will, in the sole discretion of the County, result in disciplinary action up to and including discharge.

RESPECTFUL WORKPLACE

Green Lake County strives to maintain a workplace that fosters mutual respect and promotes harmonious, productive working relationships. The County believes in going beyond what is required by law and expects employees to treat each other in a manner in which they would like to be treated and to give to others the respect that is due to every individual whether it is a fellow employee, member of management, client, customer, vendor or visitor to our premises. Therefore, Green Lake County prohibits any behavior that is discourteous or demeaning to other employees. Disrespectful behavior may include, but is not limited to, the following:

- Jokes that demean another individual or group of individuals;
- Name calling or nicknames that may be offensive;
- Taking credit for another individual's work or ideas;
- Refusing to communicate or speak with another individual;
- Offensive verbal, visual, or physical conduct;
- Repeated negative comments about others, either verbally or in writing;
- Threatening another individual;
- Invading another's privacy;
- Knowingly blaming other individuals for a mistake they did not make;
- Purposely invading another's personal space;
- Gossiping about another individual; and
- Any type of "bullying" behavior;
- Any type of "cyber" bullying.

The County expects that everyone will act responsibly to establish a pleasant and friendly work environment. However, if an employee feels he/she has been subjected to any form of disrespectful behavior or bullying, the employee should report that conduct to his/her immediate supervisor, another member of management, or the Administrative Coordinator within seven calendar days of the offense. Employees are not required to approach the person who was disrespectful to them and may bypass any offending member of management. All employees should notify a member of management regarding any disrespectful behavior that they witness or are told another person received.

The County will conduct an investigation in as confidential a manner as possible. Interviews, allegations, statements and identities will be kept confidential to the extent possible. However, the County will not allow the goal of confidentiality to be a deterrent to an effective investigation. A timely resolution of each complaint will be reached and communicated to the employee. Appropriate corrective action, up to and including discharge, will be taken promptly against any employee engaging in disrespectful behavior. The corrective action issued will be proportional to the severity of the conduct. The alleged perpetrator's employment history and any similar complaints of prior disrespectful behavior will be taken into consideration.

WORKPLACE SAFETY

It is the interest of the County to provide a safe environment for employees and to properly manage any conditions,

hazards or incidents that do develop so as to minimize injury and other forms of loss. The County's workplace safety policy is set forth as an Appendix F to this Manual. If you have questions regarding the policy, please contact the Administrative Coordinator.

WORKPLACE VIOLENCE

The County will not tolerate acts of workplace violence committed by or against employees and strictly prohibits employees from making threats, possession, use, or threat of use of any weapon in the workplace, or engaging in violent acts. For the purposes of this policy, the word "violence" includes any act which is physically abusive, indicates the potential for violence (throwing objects, shaking fists, verbally threatening and the like) or intentionally damages personal or County property. This is a zero-tolerance policy, meaning that the County will discipline or terminate any employee found to have violated this policy. Workplace violence does not include the use of reasonable force in the defense of oneself or others. Prohibited conduct for purposes of this policy includes, but is not limited to:

- Injuring another person physically.
- Engaging in behavior that creates a reasonable fear of injury in another person.
- Engaging in behavior that subjects another individual to extreme emotional distress.
- Possessing or using a weapon while on County premises or engaged in County business.
- Brandishing a weapon while on County premises or engaged in County business.
- Damaging property intentionally.
- Threatening to injure an individual, damage property or stalking incidents.
- Committing injurious acts motivated by, or related to, domestic violence or sexual harassment.

All employees shall notify their supervisor whenever they have witnessed, experienced, or become aware of any act or threat of workplace violence. As an alternative means of reports of acts or threats of violence, an employee may report such incidents of workplace violence to their Department Head, any Supervisory employee in any county department (including the sheriff's department) or to the Administrative Coordinator.

The identity of the individual making a report will be protected as much as is practicable. Retaliation and/or reprisal against an employee who genuinely reports threats of workplace violence in good faith are prohibited. Anyone who engages in or assists in any retaliatory actions will be subject to disciplinary action, up to and including termination of employment.

It is the policy of the County to investigate reports of workplace violence for all acts occurring on County property or against an employee acting in their capacity as an employee. Employees are expected to cooperate with the investigation of any workplace violence incidents. Employees who fail to cooperate with an investigation, who give false information or who retaliate against an employee for making a report of workplace violence or for participating in a workplace violence investigation will be subject to disciplinary action, up to and including termination of employment. Likewise, employees who intentionally make false reports will be subject to discipline, up to and including termination.

Employees who are seeking or have obtained restraining orders or injunctions against another person(s) should notify their Supervisor so that appropriate measures can be taken. When an injunction or restraining order lists County facilities as being protected areas, employees must provide their Supervisor with a copy of any injunction or restraining order which is granted, and a copy of any injunction or restraining order which is made permanent.

All employees who commit violent acts or who otherwise violate this policy are subject to discipline up to and including termination. The County will seek the prosecution of all who engage in violence on county premises or against its employees while they are engaged in County business.

COUNTY WEAPONS POLICY/CONCEALED CARRY POLICY

Green Lake County is committed to providing its employees a work environment that is safe and secure. The County makes reasonable efforts to provide safe and secure working conditions for its employees and the general public. The goals of this Policy are to implement Wis. Stat. § 175.60, to provide for the safety of Green Lake County employees and members of the public, and to exercise prudent risk management in managing the County's liability. All Green Lake

County employees are subject to Green Lake County Ordinance Nos. 918-08 and 1002-2011, incorporated herein by reference, which shall include the following:

Prohibition from Possession and Control of Dangerous Weapons by County Employees:

Green Lake County employees are prohibited from possessing or having under their control any dangerous weapon(s) while conducting County business or while in County-owned, rented, leased, or otherwise controlled buildings unless specifically authorized by the Green Lake County Sheriff or a designee appointed by the Sheriff. A dangerous weapon includes but is not limited to any weapon, as defined in Wis. Stat. § 939.22(10).

Law enforcement officers or other individuals specifically authorized by the Sheriff or designee appointed by the Sheriff to carry a dangerous weapon are exempted from this policy and may be permitted to carry a weapon in accordance with department rules regarding the carrying and handling of such weapons.

Pursuant to Wis. Stat. § 943.13(1m)(c)4.b, no employee, contractor, visitor or other individual may carry a prohibited weapon into any building that is owned, operated or controlled by Green Lake County. A valid concealed carry license does not authorize an individual to carry such a weapon onto these premises.

Employees of Green Lake County are prohibited from carrying a dangerous weapon any time they are working for the County or acting within the course and scope of employment. These situations include, but are not limited to attending training sessions or seminars, wearing an identification badge and working at other sites off County premises. In addition, no employee or member of the public may carry a concealed weapon in a County-owned vehicle unless authorized by the Green Lake County Sheriff or designee appointed by the Sheriff. Nothing in this provision shall be construed to limit the ability of a concealed carry licensee from carrying in accordance with State law.

This prohibition against unauthorized weapons applies to all employees and contractors of the County including but not limited to regular full-time or regular part-time employees, part-time employees, elected officials, limited term employees, contractors, interns, volunteers, and officials or officers who serve at the pleasure of the appointing authority as provided by statute. Violations will be subject to legal action as appropriate. Violations of this policy by an employee may lead to disciplinary action up to and including termination of employment in accordance with the applicable Green Lake County ordinances and state and federal law.

Notice to Employees and the Public:

Effective November 1, 2011, the following sign (or language substantially similar) was posted at the entrance of every County-owned building, and at the entrance to the portion of any non-county owned building that is rented, leased, or otherwise controlled by the County as required by Wis. Stat. §175.60:

WARNING! All Weapons Strictly Prohibited. It is a violation of Wis. Stat. § 175.60 and Green Lake County Ordinance Nos. 918-08 and 1002-2011 to carry any weapon into any building occupied by Green Lake County. You may be subject to search upon entering any Green Lake County occupied building. Violation of same is subject to prosecution.

Storage of Weapons in Vehicles:

Pursuant to Wis. Stat. §175.60(15m)(b), an employee possessing a valid license to carry a concealed weapon may bring their weapon with them onto a County parking lot. Employees who possess a valid license to carry a concealed weapon are discouraged from storing a weapon in the personal vehicle while at work.

Where an employee chooses to bring a concealed weapon onto a County parking lot, the employee must leave the concealed weapon in their vehicle. Employees are not permitted to bring a concealed weapon into Green Lake County buildings. The employee's weapon must be stored in a locked vehicle either in the glove compartment, a lock box, gun rack or the trunk.

Right to Inspection:

Green Lake County reserves the right at any time and at its discretion to conduct lawful searches of County-owned, rented or leased vehicles as well as any other vehicles, packages, purses, containers, briefcases, desks, and/or persons

entering County-owned, rented, leased or otherwise controlled buildings for the purpose of determining whether any prohibited weapon has been or is being brought onto such County premise in violation of this policy. Any employee failing or refusing to promptly permit a search under this policy will be subject to discipline up to and including termination of employment.

In addition, if Green Lake County has reasonable suspicion that an employee or a member of the general public is carrying a prohibited weapon in violation of this policy, Green Lake County reserves the right to require the individual to demonstrate compliance with this policy. If the individual refuses to comply, they may be denied access to a County facility or County vehicle.

Reporting Prohibited Weapon Policy Violations:

Any employee who witnesses any prohibited activity as defined in this policy shall immediately report such activity to the Green Lake County Sheriff's Office via 911.

POLICY ON HARASSMENT INCLUDING SEXUAL HARASSMENT

Green Lake County is committed to providing a professional work environment for its employees that is free from physical, psychological, or verbal harassment based upon race, religion, color, sex, sexual orientation, creed, national origin, age, marital status, veteran and handicap status or any other legally protected status. Accordingly, the County has adopted a Harassment, Discrimination and Retaliation Policy which is attached to this Manual as Appendix G. The Harassment, Discrimination and Retaliation Policy details the County's policy against harassment, includes a statement against prohibited conduct, penalties for misconduct and details the procedures for making, investigating and resolving harassment and discrimination complaints.

CONFIDENTIALITY AND REQUESTS FOR INFORMATION

County employees may have access to confidential, client, personnel or other sensitive information. This may include, without limitation, information concerning a citizen's or employee's financial status, a citizen's or employee's medical status and condition as well as the County's business practices including purchasing and negotiating strategies, and employee records (collectively "confidential information"). This confidential information cannot be disclosed to any County personnel who do not have a legitimate business need to know such information or to persons outside of the County without the express authorization of the Administrative Coordinator or Department Head. There may be special circumstances in which the information may be released only with specific signed releases that may be time sensitive. All employees are responsible for protecting the confidentiality of this information.

Likewise, no information concerning the internal operations of the County, including but not limited to the release of records of the County, may occur except through, and with the permission of, the Administrative Coordinator or individual Department Heads. If requests for information are received by employees, whether on or off duty, from any person, the employee is required to politely decline to provide such information and to direct that individual to the Administrative Coordinator or Department Head for a response to that inquiry. The County's custodian of records is responsible for the disclosure of records pursuant to requests for records under Wisconsin's Public Records Law. Unless directed by the County's custodian of records, employees shall not act as the County's custodian of records or disseminate information.

DRUG AND ALCOHOL POLICY

No employee may use, possess, manufacture, distribute, sell, or be under the influence of alcohol or illegal drugs while on County premises or while conducting business-related activities off of County premises. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Should an employee be requested to report for an unscheduled work assignment after consumption of alcoholic beverages or drugs, to include judgment/physical dexterity altering prescription drugs, the employee shall inform the requester of their unsuitability for work, rather than reporting in the impaired condition. No action shall be taken against any employee for the latter situation. Any employee observed to have either reported for work or returned to work from lunch/break period in an

impaired condition shall be immediately suspended from work for the balance of that workday without pay pending any further disciplinary action by the County. Any level of consumption may be construed as causing impairment by the employee's Department Head.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify the County of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction. Appropriate personnel action, including discipline up to and including discharge and/or participation in a drug assistance or rehabilitation program may result after notice of the conviction is received.

Employees who are involved in a work-place accident or who are suspected of being under the influence of alcohol or an illegal drug during work hours may be required to undergo drug and alcohol testing.

DRUG AND ALCOHOL TESTING

The County may promptly conduct a Drug/Alcohol Screen of individuals employed by or contracted to the County as soon as possible after an accident or injury on County property, involving a County vehicle or an accident or injury of any type occurring off county property during any county-sponsored activity, event or function where employees or contractors are under the jurisdiction of the County. The County may also conduct a Drug/Alcohol Screen if there is reasonable suspicion that individuals employed by or contracted to the County are violating the County's Drug and Alcohol Policy. As required and in accordance with DOT drug and alcohol procedures and 49 C.F.R. § 40 and 49 C.F.R. § 3820, the County is required to perform unannounced, random drug and alcohol testing of all individuals employed by or contracted to the County who are required to have a CDL license as required to fulfill their job duties. Each such employee will have an equal chance to be selected each and every time a selection is conducted.

VEHICLE USAGE POLICY

The County has adopted a policy governing vehicle usage. The policy is set forth as Appendix H to this Manual.

EMPLOYEE ASSISTANCE PROGRAM

While the County has no intention of intruding into the personal lives of employees, it is recognized that difficult personal issues may eventually take a toll on job performance. Likewise, the County is dedicated to providing a work environment that supports and encourages employee and workplace health. To that purpose, the County encourages healthy eating habits, physical activity and employee participation in worksite wellness programs.

Employees experiencing a drug, alcohol or other personal problems such as relationship issues, financial and legal concerns and depression and anxiety are strongly encouraged to seek assistance through the Employee Assistance Program (EAP). Green Lake County offers an employee Assistance Program to promote mental and emotional health. Employee Participation in EAP does not preclude the County from taking appropriate disciplinary action up to and including discharge for any reason. Further information regarding the County's EAP is available from the Administrative Coordinator.

SMOKE FREE WORKPLACE

The County shall be a smoke-free workplace. The following guidelines shall be observed to provide a healthy work environment:

1. Employees may not smoke in any building or on any grounds owned, leased or otherwise operated by or on behalf of Green Lake County at any time;
2. Smoking is permitted during lunch breaks off-County premises and in County owned parks and County Highway grounds during the duration of the Green Lake County Fair;
3. There shall be no smoking in vehicles that are owned, leased or rented by the County at any time;

Any violations of the no smoking policy will subject the employee to discipline in addition to fines and forfeitures under state law.

DRESS AND GROOMING

All employees are to dress and be groomed appropriately for the job in accordance with department requirements, health and safety standards. Clothing shall be clean and neatly pressed. Shoes must provide secure footing and offer protection against hazards with a non-slip sole. Employees should avoid clothing, hairstyles or jewelry that may detract from or interfere with the performance of their work or which might detract from the public service mission or image of the County.

For appropriate office wear, business casual clothing/footwear consists of less formal wear than business suits. It does not include T-shirts, tank tops, sweat shirts, sports jerseys, sweat pants, denim jeans of any type, shorts, leggings or jogging suits, crocs, beach-type sandals, flip flops and platforms; however, with permission of the Department Head, employees may wear special clothing on designated days. Clothing must cover all body areas that may be considered offensive. Body piercing, such as nose, lip, eyebrow, cheek and tongue, are not allowed. Earrings must be conservative in nature and not pose a safety risk. Every effort should be made to cover all body tattoos. Persons assigned to field inspection work may wear casual clothing, including denim jeans, on days involving field inspections.

In the event of any questions regarding the appropriateness of any particular style of clothing or grooming, the Administrative Coordinator shall make the final determination.

County Board Supervisors are representing citizens of Green Lake County and should dress appropriately for County Board meetings. Appropriate dress shall be determined by the County Board Chairman.

Employees are required to wear a signature/photo identification badge. Badges are to be worn on the job to identify individuals as Green Lake County employees. In the event an employee loses their badge, that employee must pay a replacement cost of \$10.00. Wearing of identification adds an additional degree of employee safety in the work place. Uniformed law enforcement personnel are exempt from this requirement.

TELEPHONE/CELL PHONE

This policy outlines the use of telephones while at work. This includes the personal use of business phones, business cell phones, personal cell phones and the safe use of cell phones by employees while driving.

Making personal long distance telephone calls using the County's telephone system is prohibited. The County's telephone system includes office telephones, county issued charge cards, mobile and cellular phones. If an employee errs and uses a County issued telephone, telephone charge card or County owned mobile or cellular phone for personal calls, full reimbursement must be made to the County as soon as the amount of the charge is known to the caller if \$3.00 or more, but in no cases less frequently than quarterly if the cost is less than \$3.00. Personal long distance calls should only be made if a personal telephone calling card is used, if the call is charged to the employee's home phone or the employee uses a public pay phone. Personal calls of any type should be made during non-work time.

While at work, employees are expected to exercise the same discretion in using personal cell phones as is expected for the use of County phones. Employees are neither encouraged nor discouraged from purchasing and using personal cell phones, however, the County does not accept any financial responsibility associated with staff using their personal cell phones for any purpose, whether work related or otherwise, under any circumstances. Personal cell phone usage must be limited to non-work time and personal cell phones should be stored with ringers and vibrators turned off during work hours. Personal cell phone usage includes, without limitation, instant messaging, texting, internet usage on cell phones or any other media capabilities. The use of picture cell phones, or any camera or device, to take pictures of any work related information or any other visual image without prior authorization is strictly prohibited.

Employees whose job responsibilities include regular or occasional travel are expected to refrain from using a cell phone while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options if available, refrain from discussion of complicated or emotional issues and keep eyes on the road. Special care should be taken in situations where there is traffic, inclement weather or the employee is driving in an unfamiliar area. Employees whose job responsibilities do not specifically include driving as an essential function but who are issued a cell phone for business use are also expected to abide by the provisions above.

Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely

responsible for all liabilities that result from such actions.

Employees should be aware that any information, contained on personal cell phones used for county business whether related to County business or not, is subject to Open Records and must be made available upon request.

Violations of this policy will be subject to discipline, up to and including termination.

INFORMATION TECHNOLOGY

Green Lake County continues to make significant investments in information technology to enable County staff to more effectively and efficiently support our citizens. To provide the highest possible availability and reliability of this resource for all staff, it is essential to establish a framework for responsible use. These guidelines seek to ensure through a combination of standards, operating concepts and individual behaviors, a balance between the desire for individuality and corporate needs to protect and maintain this asset in a cost-effective manner.

For purposes of this policy, information technology and communication (IT) resources means the aggregate of the County's computers, software, network components, central and distributed processing resources, databases, Intranet and Internet access, telephones facsimile, e-mails and voice mail, wireless devices, two-way radio, other technologies that will evolve.

A. Core Principles. Employees are required to comply with the following core principles regarding the use of County information technology (IT) resources:

1. Use of information technology (IT) resources shall be restricted to official County business only.
2. Act responsible and professional when using IT resources to deliver services to our customers.
3. You must be accountable for your conduct in all-electronic environments.
4. Mobile technology will be used in a responsible manner that does not endanger County employees, occupants of the vehicle, and/or surrounding vehicles.
5. Employees must comply with all aspects of this policy as well as any other guidelines and regulations promulgated by the IT Department, whether verbally or in writing.

B. General Guidelines and Requirements

Communications using County IT resources may be considered to be a public record, therefore, general rules and standards for appropriate professional behavior will apply. All use of technology and communication resources should be a positive representation of the County and must support the County's Mission, Vision and Values. Employees are personally responsible for all use of their accounts.

County information technology and communication resources shall not be used by employees to publish inappropriate content, communicate in an unacceptable manner or interfere with County services. Examples of behaviors not permitted while using County information technology and communication resources include but are not limited to publishing inappropriate content, sending or displaying offensive messages or pictures, using obscene or inappropriate language or content, harassing, insulting or attacking others – including cyber-bullying and engaging in any other behavior which violates County policies, work rules or law.

The County reserves the right to review files and communications, including any personal communications conducted through County IT equipment and resources. Employee use of County IT resources can be monitored at any time and any employee communication or behavior using County information technology and communication resources is not private. Use of County IT equipment shall be subject to the following rules and requirements as well as all other rules and regulations promulgated by the County:

1. **Security:** Passwords will not be shared with or used by others. Telecommuters and "roving" users will not share their access privileges with family members or anyone else and ensure, in their absence, that these privileges

cannot be used. Passwords and permissions will not be "saved" on any personal computer that is not physically secured under direct employee control at all times. Use of County IT assets to gain or attempt to gain unauthorized access to any resource is prohibited.

2. Privacy. Privacy of others and the restricted nature of certain information will be respected. Employees will not seek, use, or modify personal or restricted information not related to their assigned duties.

3. Hardware/software. Technology hardware and software owned, licensed and/or maintained by Green Lake County is under the jurisdiction of the IT Department. Only software and hardware that are part of County's standard programs are to be installed or downloaded on County IT equipment and resources. Installation or downloading of software or hardware for evaluation purposes by a Department shall only be done with the approval and under the direction of the IT Department and on a computer that will not adversely affect the mission or functions of County operations. No employee may install or download any personal or other software or program on County owned IT equipment or resources without written approval and supervision of the IT Department.

4. Intellectual Property. Works created by any County employee on County time or business becomes the sole property of Green Lake County.

5. Rules.

- a. Impersonation – IT resources will not be used to impersonate a County Official or member of the County staff for any purpose.
- b. Harassment – IT resources will not be used to harass a County Official or member of the County staff.
- c. Political Activities – IT resources will not be used to communicate personal political positions.
- d. Personal business – IT resources will not be used to support any aspect of an employee's outside employment or personal interests.
- e. Restricted materials – IT resources will not be used to access or distribute materials that are restricted either by law or by County policy. This includes material deemed offensive by the IT Committee (law enforcement activities are exempt).
- f. Streams of information – IT resources will not be used for continuous flows of data such as sports, weather reports, news, stock information, etc. (Specific job related activities that require this type of information flow are exempt.)
- g. Multimedia – IT resources are not to be used for collecting, storing, disseminating, and playback of music and/or video images (collectively "content"). Games are strictly prohibited on all County IT resources.
- h. Intellectual Property – County employees shall not use IT resources in violation of copyright or other intellectual property laws.
- i. Improper Advertising, Solicitation – Use of any IT resource to send unsolicited advertising, promotional material or other forms of solicitation to others is prohibited.
- j. "Junk Mail" – IT resources will not be used to distribute "junk mail" via any electronic means. "Junk mail" is all solicited or unsolicited communications not related to your job responsibilities that are distributed in any broad fashion. This includes but is not limited to chain letters and pyramid schemes.
- k. Virus – IT resources will not be used to knowingly introduce "virus" infected programs, files, macros, etc. into the County's technology environment.
- l. Compliance With Law – Use of County IT resources shall be in compliance with all applicable laws including, without limitation, state and federal statutes and regulations and County ordinances.
- m. Disposal of electronic media – See attached Appendix I for the Green Lake County IT Department Disposal of electronic media policy.

6. Penalties. Employees who violate this policy will be subject to discipline up to and including discharge as well as any penalties and civil and criminal liabilities under applicable state and federal laws.

**SOCIAL MEDIA AND NETWORKING AND
USE OF PERSONAL COMMUNICATION DEVICES**

Social networks, instant messaging, blogs, interactive pages, web sites such as Facebook, MySpace, Twitter, and Wiki pages and video pages such as YouTube, as well as other means of electronic communication and sites where messages, video and pictures can be posted and exchanged have become commonplace forums for communication. Moreover, employees are utilizing personal communication devices such as smartphones to communicate with other employees and the public while on and off duty.

These social networking and communication forums present new challenges to the County as it relates to content and compliance with public records laws. This policy is designed to govern and to provide guidelines for social networking and use of personal communication devices. For purposes of this policy, “social media” means any internet-based medium created through social interaction, where users primarily produce and contribute to the content as well as any form of electronic communication. “Social media” includes, but is not limited to, social or professional networking websites, wikis, blogs, virtual worlds, image-sharing websites, video-sharing websites, messaging and texting. Lack of reference to a specific social media website (e.g. Facebook, Twitter, etc.) or means of electronic communication (e.g. computer, cell phone, etc.) throughout this policy does not limit its extent or applicability. Given the rapid pace of technological change it is not possible to identify all proprietary or commonly named or identified means of such communications.

Guidelines for Social Media Use

Employees who use social media must comply with the following guidelines:

1. Employees shall not engage in any social media while on duty which is personal in nature or relates to outside business whether using County, personal or other electronic communication devices.
2. Employees are prohibited from accessing any social media, whether on duty or off-duty, using any County computer, equipment or other electronic communication devices unless approved in advance by the IT Department and the Department Head and such access is for work-related purposes only.
3. Employees shall not use personal or other business cell phones, email accounts or social media accounts to communicate regarding County business. Notwithstanding the foregoing, the County recognizes that, in limited cases and under extenuating circumstances, use of personal or other business devices may be reasonably necessary. For example, in connection with County business, employees may need to convey important or sensitive messages in a timely manner to other employees or members of the public and may not have access to County based communication devices. In such limited and extenuating circumstances, the employee may use a personal or other business electronic communication device but shall be responsible for saving such communications and printing and saving a paper copy and filing it in the appropriate County file. Employees are also required to forward copies of any such electronic communications to a County account so it can be properly retained and archived in compliance with the requirements of the public records law. Employees shall produce all communications on personal or other business electronic devices upon request by the County. The burden falls on the employee to comply with public records laws when using personal or other business electronic communications devices for County business.
4. If you are communicating as an employee of the County in your online communications, you must be aware that readers will assume you “speak for the County.” Therefore, all of your online communications, when you are actually acting on behalf of the County, or creating the appearance that you are doing so, must be professional at all times and reflect positively on the County. Never pretend to be someone else and post information about the County. Tracking tools enable supposedly anonymous posts to be traced back to their authors. The foregoing provision does not prohibit law enforcement or other departments from pretending to be someone else in business-related social media for purposes of locating individuals or perpetrators or any other lawful purpose. If you use social media, you may not, without express permission from the Administrative Coordinator, use the County’s logo, likeness or any photographs or other property that belongs to the County.
5. Any conduct, whether online or not, that reflects poorly upon the County or consists of inappropriate behavior on the part of an employee may expose an employee to discipline up to and including discharge. Even if you post information or comments that are not related to the County, your activities may still result in professional and/or personal repercussions. Such actions include, but are not limited to posting of photographs,

regardless of the content, which could be considered offensive to other parties and be a violation of state and/or County rules and policies and posting of information that is considered to be proprietary, copyrighted, defamatory, libelous or obscene.

6. Employees who use social media, whether on a County-based, personal or other business site, must comply with all County rules, policies, procedures, standards of conduct and guidelines as well as all applicable laws and regulations including, without limitation, those laws relating to privacy, confidentiality (e.g. HIPPA) and copyright.

7. Before establishing any social networking account, employees should review and understand the features of any account they choose to use. Employees will be responsible should any information they intended to be “private” becomes “public” due to the features of the social network the employee has decided to use or the employee’s failure to properly use such features. Any information you share privately with a recipient could be re-distributed by such recipient, without your knowledge or consent.

If you have any questions regarding the application of the social media and networking and use of personal communication devices policy, please contact the Administrative Coordinator. Employees who fail to comply with the policy as set forth herein will be subject to discipline, up to and including discharge from employment.

USE OF PERSONAL APPLIANCES

Perishable food items are prohibited in desks or work spaces as are burning candles in any office or work space.

Employees may only use personal electrical appliances in break rooms or other areas specifically designated by the County for use of such devices. All electrical appliances in these areas must be approved for use by the Maintenance Supervisor.

Personal space heaters are prohibited in individual offices except for verified and approved medical conditions, personal circulating fans and all other electrical appliances are also prohibited from use in individual offices unless approved by the Maintenance Supervisor.

Personal battery operated radios and iPods may be allowed in offices or work spaces if approved by the Department Head.

SOLICITATION POLICY

The County prohibits solicitation by outside, for profit and non-profit, organizations, vendors and employees at County facilities and during work time, or to utilize County equipment for solicitation purposes. The purpose of this policy is to avoid preferential treatment for any vendor or business and to avoid work disruptions and possible discord among employees in the workplace. The sole exception to this policy is that employees may place sign-up sheets or notifications for non-profit fundraisers in the employee lunch/break room.

USE OF COUNTY EQUIPMENT

All County equipment is to be used in a professional manner when conducting County business. No person, other than a County employee, will operate County equipment. Equipment may not be used for commercial or profit-making purposes, political purposes or other personal benefit. Employees will not abuse, misuse or destroy any County property. Employees will not remove equipment from the premises without Department Head authorization. Employees must report all property and equipment damage immediately to their Supervisor.

Employees in possession of County equipment are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the equipment for return or inspection. Employees unable to present the equipment in good working condition within the

time period requested, will be expected to bear the cost of a replacement. Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss.

POLITICAL ACTIVITY

No employee may engage in political activity which: (1) interferes with normal work performance; (2) is conducted during normal work hours; or (3) involves the use of County equipment or property. No County employee may, on County time or on County property actively participate in any political campaign. This shall include the wearing of any political campaign paraphernalia such as buttons, T-shirts or the like and may not hang or post candidate materials in County offices, departments or bulletin boards. Additionally, no County employee shall participate in any campaign activities on County time or County property such as campaign rallies. Under the provisions of the Federal law known as the Hatch Act, employees who are employed in a function that is financed in part or in whole by Federal grants, loans, or other subsidies shall not become a candidate in a partisan political election while thus employed.

CODE OF ETHICS

Gifts and Gratuities The County will comply with the State Statute Code of Ethics for Elected Officials and Public Employees. The Corporation Counsel shall receive all incident reports.

Conflict of Interest No County employee shall use their office or position for personal financial gain or the financial gain of their family. No employee shall engage in their own business activity, accept private employment or render services for private interests when such employment, business activity or service is incompatible with the proper discharge of official duties or would impair independent judgment or action on the performance of official duties. No person shall use or disclose privileged information gained in the course of business or by reason of their official position, employment or activities.

ANTI-NEPOTISM

This policy does not exist for the purpose of depriving any citizen of an equal opportunity for County employment. It has been established solely to eliminate the possibility of preferential treatment given in favor of relatives or to subject the employing authority to possible criticism.

1. Governing Committee If a committee member is related to an applicant or an employee as an immediate relative, the committee member shall be disqualified from participation in the recruitment, evaluation and selection of such immediate relative. The phrase "immediate relative" is defined as a spouse, child, stepchild, parent, stepparent, brother, sister, brother-in-law, sister-in-law, grandparent, grandchild, father-in-law, mother-in-law, uncle, aunt, niece, nephew or first cousin.

Committee members shall not serve as a reference for an applicant whose application they will be reviewing.

If a committee member is listed as a reference by any of the applicants for a position, the committee member must be disqualified from the selection process.

2. Direct Supervision An immediate relative, as defined above, is prohibited from directly supervising or being directly supervised by their immediate relative.

3. Statutory Provisions Positions in County service governed by State or Federal Statutes will also be governed by these policies and procedures insofar as there is no conflict. In the latter instance, the State or Federal Statute shall prevail.

EMPLOYEE DISCIPLINE

Employees who violate County rules, regulations, policies and procedures, including, without limitation, those listed in this Manual, or who have unsatisfactory work performance are subject to disciplinary action up to and including discharge from employment. At the sole discretion of the County, various types of employee discipline may be imposed which include oral reprimand, written reprimand, suspension and discharge. None of these disciplinary measures are required to be used before discharge from employment occurs, nor are the listed actions required to be used in any

specific order. Nothing in this Manual shall be construed as establishing a “just cause” standard for discipline or discharge of employees or to require the County to follow progressive discipline before taking any action.

Listed below are examples of behaviors or actions which, in the absolute discretion of the County may result in discipline or discharge. The listing provided below is illustrative, and is not intended to be all-inclusive:

- Incompetence or unacceptable work productivity;
- Dishonesty or falsification of records, including time records;
- Failure to follow safety procedures;
- Endangering an employee’s own safety and/or safety of others through carelessness in the performance of their job and/or non-compliance with established safety procedures;
- Attendance issues including, without limitation: (1) failing to provide or timely provide proper notification that the employee will be absent or tardy from work; (2) failing to report promptly at the employee’s designated starting time or end work as prescribed by the employee’s Supervisor; (3) poor attendance; (4) absence without leave, or failing to report upon the expiration of an approved leave of absence; (5) improperly using or abusing the sick leave benefit; or (6) hindering the regular operation of a department or County office because of unauthorized or excessive absenteeism, tardiness or leaving work without permission.
- Theft, dishonesty or immoral conduct which brings disrepute or which reflects on the County as an employer including, but not limited to, conviction of a felony, misdemeanor or violation involving moral turpitude;
- Drinking intoxicating beverages, using illegal drugs, or engaging in illegal gambling on duty or reporting for duty under the influence of drugs or alcohol;
- Willful misconduct or insubordination;
- Abuse of County equipment or property including, without limitation, carelessness or negligence in handling or control of equipment or property;
- Using County-owned equipment, supplies, uniforms, or a vehicle for personal use without receiving proper authorization.
- Knowingly making a false statement in an employee’s application for employment;
- Discourteous, insulting, abusive or inflammatory conduct toward the public or fellow employees;
- Acceptance of any gift, favor or service that would improperly influence an employee;
- Leave used for a purpose other than for which it was requested and granted;
- Personal appearance of such a nature which causes discredits to the position held and to the department to which the employee is employed in accordance with Sec. 103.14(2) of the Wisconsin Statutes;
- Harassment of any type;
- Unauthorized publication of confidential information or records;
- Discrimination against members of the public or fellow employees based on race, color, creed, sex, sexual orientation, national origin or handicap; and
- Engaging in political activity which: (1) interferes with normal work performance; (2) is conducted during normal work hours; or (3) involves the use of County equipment or property;
- Failing to show proof of possession and/or maintenance of a valid license and/or certificate that is required in the performance of their assigned position;
- Operating County vehicle(s) in violation of County policy and/or in an unlawful or hazardous manner;
- Misappropriation of County funds, appropriated County property for personal use, or illegally disposed of County property;
- Refusal or delay in carrying out work assignments or instructions given by the work unit Supervisor, Department Head or a County official exercising authority over an employee.
- Failing to participate and/or cooperate with a County investigation;
- Sleeping during working hours;
- Engaging in personal or outside business on county work time.
- Providing incorrect or fraudulent information pertaining to an on-the-job injury or an off-the-job injury;
- Violation of any law, regulation, ordinance, order or rule or failing to obey any lawful and reasonable direction given the employee by their Supervisor; or
- Violating any of the rules, regulations or policies in this Manual as well as any department rule, policy or procedure.

GRIEVANCE PROCEDURE

The County has adopted a grievance procedure in accordance with Wis. Stat. § 66.0509(1m). The grievance procedure outlines the actions which may be grieved, the Employees who are eligible to utilize the grievance procedure and the procedures and processes for resolving grievances. The Grievance Procedure is set forth as Appendix J to this Manual. If you have questions regarding the policy, please contact the County Clerk.

III. BENEFITS

FLEXIBLE BENEFITS PLAN

Regular, non-probationary employees who work at least thirty (30) hours per week are eligible to participate in the Green Lake County flexible benefits plan under Section 125 of the Internal Revenue Code. Under the plan, employees may set aside funds to pay for the cost of non-reimbursed medical and dental expenses or child-care expenses with pre-tax dollars.

LIFE INSURANCE

Eligible employees may participate in optional term life insurance coverage provided by the County. Enrollment must be made at the time of hire, to be effective the first of the month following six (6) months employment. Eligibility at a later time may be possible, however eligibility to be determined by the insurance carrier, may be denied on the basis of a review of a health questionnaire or age restrictions.

The basic insurance plan provides for a death benefit equal to the employee's annual salary, rounded to the next highest thousand. Supplemental coverage, up to four (4) times the employees' annual salary may be purchased by the employee. Coverage for spouse and dependent children may also be purchased by the employee. A retirement conversion option is also available.

Contact the County Clerk's Office for additional information.

PAID HOLIDAYS

The following paid holidays will be granted to all non-exempt regular full-time and regular part-time employees:

New Year's Day	Christmas
Memorial Day	New Years Eve
July 4 th	
Labor Day	
Thanksgiving	
Friday after Thanksgiving	
Christmas Eve	

If a paid holiday falls on a Saturday, it shall be observed the preceding work day and if it falls on Sunday, it shall be observed on the following workday. Employees who are regularly scheduled to work a 2080 hour work year shall receive eight (8) hours of holiday pay at their base rate. Employees who are regularly scheduled to work a 1950 hour work year shall receive seven and one-half (7.5) hours of holiday pay at their base rate. Employees who are regularly scheduled to work an 1820 hour work year shall receive seven (7) hours of holiday pay at their base rate. In no event shall holiday pay exceed a total of eight (8) hours paid per holiday for any employee.

Regular part-time employees are eligible for holiday pay. Holiday pay for regular part-time employees will be paid on a pro-rata basis at the employee's base hourly rate in accordance with the formula found in the definition of "regular part-time employee" in this Manual.

An employee must be in pay status (not on approved or unapproved unpaid leave) the day before and following a holiday

to be eligible for holiday pay.

Non-exempt employees who are required to work on any holiday listed above (not the observed holiday) will receive time and a half for all hours worked. For example, if an employee is off on Christmas Day (the legal holiday) but is required to work the following Monday (the observed holiday), the Employee will only be entitled to their regular hourly rate of pay on the observed holiday. It is only if the employee worked on Christmas Day (legal holiday) that the employee would be entitled to time and one-half for all hours worked.

Full time law enforcement—24/7 non-exempt employees are not entitled to receive holiday pay or the day off on the holidays or observed holidays listed above unless approved as a benefit day. Instead, full time law enforcement—24/7 non-exempt employees shall be provided with seventy two (72) hours of paid floating holiday time at the beginning of each year. Use of floating holiday hours is subject to the rules, regulations and restrictions of the Sheriff's Office regarding use of floating holiday time. Law enforcement—24/7 employees shall be paid time and one-half for all hours worked on the holidays (not the observed holidays) listed above. New full time law enforcement—24/7 non-exempt employees shall receive floating holiday time on a pro-rata basis based on the date of their hire. Part-time law enforcement—24/7 employees are not entitled to paid holiday time. Full time law enforcement—24/7 employees whose employment is voluntarily or involuntarily terminated receive floating holidays on a pro-rated basis and will be required to reimburse the County for any paid floating holiday time used in excess of their pro-rated amount at the time of termination.

Exempt employees are not required to work on any of the paid holidays listed above. However, exempt employees receive no additional compensation for paid holidays.

PERSONAL DAYS

Regular full time and regular part-time employees will be entitled to receive two (2) personal days per year to be taken during the year with the approval of the Department Head. Personal days shall be used in increments of no less than one-half (1/2) day. Only full time law enforcement—24/7 employees are eligible to receive personal days.

Employees who are regularly scheduled to work a 2080 hour work year shall receive eight (8) hours paid time off per personal day at their base rate. Employees who are regularly scheduled to work a 1950 hour work year shall receive seven and one-half (7.5) hours of paid time off per personal day at their base rate. Employees who are regularly scheduled to work an 1820 hour work year shall receive seven (7) hours of paid time off at their base rate. In no event shall any employee receive more than eight (8) hours of paid time off for a personal day.

Regular part-time employees are eligible for personal days. The paid time off for personal days for regular part-time employees will be calculated on a pro-rata basis at the employee's base hourly rate in accordance with the formula found in the definition of "regular part-time" employee in this Manual.

New regular full time and regular part-time hires shall receive personal days on pro rata basis based on the date of their hire.

Personal days must be used within the calendar year in which earned or they will be forfeited. Personal days cannot be paid out at termination nor used to extend the resignation date.

SICK LEAVE

A. Allocation of Paid Sick Leave

Subject to applicable collective bargaining agreements, all full-time employees will be granted sick leave, with pay, at the rate of six (6) days per calendar year. For the purpose of definition, sick leave means absence from duty because of an employee's illness or injury.

Employees may use their annual allotment of sick days for the illness or injury of an employee's immediate family and as necessary to care for the immediate family member. An employee's immediate family shall include the employee's spouse, children, parents and parents of the employee's spouse for this benefit only.

An employee may also use their annual allotment of sick leave to attend medical/dental/vision appointments of the employee and immediate family members. All sick leave under this policy must be used in minimum increments of one-half (1/2) hour.

Employees who are regularly scheduled to work a 2080 hour work year shall receive eight (8) hours paid time off per sick day at their base rate. Employees who are regularly scheduled to work a 1950 hour work year shall receive seven and one-half (7.5) hours of paid time off per sick day at their base rate. Employees who are regularly scheduled to work an 1820 hour work year shall receive seven (7) hours of paid time off per sick day at their base rate. In no event shall any employee receive more than eight (8) hours of paid time off for a sick day.

Regular part-time employees are eligible for sick days. The paid time off for sick days for regular part-time employees will be calculated on a pro-rata basis at the employee's base hourly rate in accordance with the formula found in the definition of "regular part-time" employee in this Manual.

The County may require an employee to provide documentation from a physician substantiating any illness or injury for which sick leave is being requested at any time, subject to state and federal law. If sick leave is necessary, the employee must report the sick leave to the employee's Supervisor and/or Department Head as soon as possible but no later than one (1) hour before the employee's scheduled shift or according to departmental policy.

Only full time law enforcement—24/7 employees are eligible to receive this sick leave benefit. Part-time law enforcement—24/7 employees are not entitled to receive the benefit.

New regular full time and regular part-time hires shall receive sick days on pro rata basis based on the date of their hire. New employees shall not be permitted to take paid sick leave during the first six (6) months of their employment with the County.

B. Health Leave Bank

- 1. Balance.** Subject to the limitations below, employees are able to place three (3) unused sick days per year into a health leave bank, the total of which shall not exceed thirty (30) days.
- 2. Limitations.** Employees whose current sick leave bank exceeds the maximum accumulation amount of the health leave bank will be allowed to receive paid sick leave annually but will not be allowed to carry over any sick leave days into the health leave bank unless and until their current sick leave bank falls under the thirty (30) day maximum amount.
- 3. No Co-Mingling.** Sick leave days earned and accrued under previous policies shall be maintained separately from sick leave days earned under this policy. Sick leave days will be utilized on a last in, first out basis.
- 4. No pay-out.** There is no pay-out for any unused sick days or days in the health leave bank upon termination of employment with the County for any reason, including, but not limited to, resignation and retirement.
- 5. Use.** The use of the health leave bank shall be subject to the terms and restrictions placed on the use of sick days under this policy.

C. Sick Days Under Previous Policies and Agreements. All sick leave benefits earned and accrued prior to January 1st, 2013 under the County's prior policies and collective bargaining agreements will be recognized by the County in accordance with the terms and conditions under which such leave was earned. Employees who were granted a thirty (30) day bank of sick leave at the commencement of their employment under prior County policies or collective bargaining agreements and who have not exhausted those bank days shall maintain and may be able to use the balance in that bank subject to the terms and conditions under which it was granted.

D. Compliance with Law. To the extent that any provision in this section conflicts with the Wisconsin Family Medical Leave Act or the federal Family Medical Leave Act, those Acts shall take precedence.

FUNERAL LEAVE

Employees shall be allowed up to three (3) workdays off, with pay, to arrange for and attend the funeral of a member of their immediate family. Immediate family is defined as parent, stepparent, brother, sister, child, stepchild, current spouse, current mother-in-law, current father-in-law, employee or employee's spouse's grandchild, grandparent, current son-in-law, or current daughter-in-law or any dependent who resides with the Employee. One (1) day absence from work with pay shall be granted to employees attending the funeral or memorial service of the employee or employees' spouse's current brother-in-law, current sister-in-law, uncle, aunt, niece or nephew.

Employees who are regularly scheduled to work a 2080 hour work year shall receive eight (8) hours paid time off per funeral leave day at their base rate. Employees who are regularly scheduled to work a 1950 hour work year shall receive seven and one-half (7.5) hours of paid time off per funeral day at their base rate. Employees who are regularly scheduled to work an 1820 hour work year shall receive seven (7) hours of paid time off per funeral day at their base rate. In no event shall any Employee receive more than eight (8) hours of paid time off for a funeral day.

Regular part-time employees are eligible for funeral days. The paid time off for funeral days for regular part-time employees will be calculated on a pro-rata basis at the employee's base hourly rate in accordance with the formula found in the definition of "regular part-time" employee in this Manual.

Only full time law enforcement—24/7 employees are eligible to receive the funeral leave benefit. Part-time law enforcement—24/7 employees are not entitled to receive the benefit.

New employees shall be provided with funeral leave on a pro rata basis based on the date of hire. Employees shall have the option of using other paid leave, other than sick leave, to attend the funeral of others not listed above.

MILITARY LEAVE

In addition to the above, an employee who is a member of any United States Military Reserve or the National Guard shall be granted an unpaid leave of absence for up to fifteen (15) workdays for required annual active duty. Employees called to active duty, either as an individual or as part of a unit shall be entitled to all benefits in accordance with State or Federal laws.

JURY DUTY

When called for jury duty, an employee shall receive their normal pay less the amount received for the jury duty. The payroll clerk must be informed of the days involved and the amounts received as soon as is practicable after the completion of jury duty. Employees are required to return to work following jury duty unless excused from returning by their Department Head.

HEALTH INSURANCE

Regular full-time employees may participate in the single, limited or family group health insurance program sponsored by the County, beginning on the first day of the month following one (1) month of continuous employment. Required employee premium contributions will be processed through payroll deductions and shall be eligible for special treatment under Section 125 of the Internal Revenue Code. A description of the County's health insurance plan is attached hereto as Appendix K. Regular part-time employees are eligible to participate in the health insurance program provided that they make premium contributions on a pro rata basis compared to a full time employee in the same department. Only full time law enforcement—24/7 employees are eligible for health insurance. Part-time law enforcement—24/7 employees are not entitled to receive the benefit.

Regular full time employees who are eligible but elect not to participate in the County's health insurance plan shall receive an annual payment into their Flexible Spending Account or at the employee's option, to a tax deferred account or receive it in a lump sum on their payroll. All applicable payroll taxes will apply. Single employees shall receive a payment of \$750. Employees with families who would qualify for the limited or family plans shall receive a payment of \$1500. Such payment shall be made no later than January 15th of each year.

Employees who started employment with the County prior to January 1, 2007 and who retire before December 31, 2017 are allowed to continue on the County's health insurance plan contingent upon the retiree timely paying the full cost of the monthly health insurance premium to the County's health insurer. Employees who retire after December 31, 2017 will not be allowed to continue on the County's health insurance plan except as required by state or federal law.

VACATION

Eligible employees shall receive vacation on their anniversary dates based on the following schedule:

Years of Continuous Service	Vacation Amount
After 6 months but less than 1 year	5 days
After 1 but less than 2	5 days
After 2 but less than 8	10 days
After 8 but less than 15	15 days
After 15	20 days

Employees who received vacation days in excess of twenty (20) days per year under employment policies and/or collective bargaining agreements in effect in 2012 shall maintain that number of vacation days under this policy. No additional vacation days may be accumulated for additional years of service, i.e., the number of vacation days in excess of twenty (20) days shall be frozen. For example, an employee who received twenty six (26) days of vacation on their anniversary date in 2012, shall maintain twenty-six (26) days of vacation under this policy. Likewise, law enforcement—24/7 employees will retain the number of vacation days they have on their anniversary date in 2012 until they are eligible to proceed to the next level of vacation on the schedule listed above at which time their vacation benefit levels will be calculated in accordance with the schedule in this Manual. These provisions are not intended to create a vested benefit in any level of vacation. The levels of vacation awarded to employees on their anniversary dates may be changed at any time by the County in future policy amendments.

For purposes of this policy, a "day" shall be calculated as follows:

- (a) For employees working 2080 hours per year (40 hours per week), one (1) day of vacation equals eight (8) hours;
- (b) For employees working 1950 hours per year (37.5 hours per week), one (1) day equals seven and one-half (7.5) hours;
- (c) For employees working 1820 hours per year (35 hours per week), one (1) days equals seven (7) hours;

Employees who work in excess of 2080 hours per year shall receive vacation based on the 2080 hour schedule.

Regular part-time employees are eligible for vacation. The paid vacation time for regular part-time employees will be calculated on a pro-rata basis at the employee's base hourly rate in accordance with the formula found in the definition of "regular part-time" employee in this Manual.

Only full time law enforcement—24/7 employees are eligible to receive paid vacation. Part-time law enforcement—24/7 employees are not entitled to receive the benefit.

All vacation days shall be used within twelve (12) months of the anniversary year received. No carryover of vacation is permitted. At termination of employment, unused vacation days granted on the employee's anniversary date will be paid to the employee provided the required fifteen (15) or thirty (30) days (for Department Heads) advance notice, in writing, of such termination has been made to the County Clerk.

WISCONSIN RETIREMENT FUND

As a public employer, the County participates in the Wisconsin Retirement System (WRS). The County will make employer required WRS contributions as required by law. Employees should direct all questions involving WRS eligibility or contribution levels to the Administrative Coordinator or the Department of Employee Trust Funds at 1-877-

APPENDIX A

AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act became law in 1990. The law guarantees equal opportunity for qualified individuals with disabilities in public accommodations, employment, transportation, State and local government services and telecommunications. As an employer, GREEN LAKE COUNTY will comply with the intent of the law.

According to ADA (American with Disability Act), a disability with respect to an individual is defined as:

- A physical or mental impairment that substantially limits one According to ADA (Americans with Disability Act), a disability or more major life activities of an individual;
- A record of such impairment;
- Being regarded as having such impairment.

An individual must satisfy at least one of these three definitions before ADA protection applies.

A qualified individual is one who, with or without reasonable accommodation can perform the essential functions of the employment position.

Reasonable accommodation may include the following:

- Facilities made readily accessible or usable;
- Job restructuring;
- Part-time or modified work schedules;
- Reassignment to vacant positions;
- Acquisition or modification of equipment or devices used to perform the job;
- Readers or interpreters;
- Any other reasonable measure as defined by ADA that does not cause undue hardship to the employer.

It shall be the policy of GREEN LAKE COUNTY to not discriminate against any employee or qualified applicant for employment including hiring, promotions, transfers, or recalls from lay-off on the basis of disability as defined above.

GREEN LAKE COUNTY shall provide reasonable accommodations unless such accommodations constitute undue hardship or is otherwise exempt from the Act.

APPENDIX B

FAMILY AND MEDICAL LEAVE

Family and Medical leaves are available to employees as specified below or as may be provided under other existing policies or agreements. The intent of this policy is to comply with both the Wisconsin and Federal Family and Medical Leave Acts. Should this policy conflict in any way with the applicable federal and state statutes or regulations, then the statutes or regulations shall take precedence.

A. GENERAL REQUIREMENTS.

1. Eligibility and Length of Leave: Family and Medical Leave refers to unpaid family, care-taking and medical leave for eligible employees. Eligible employees may be able to take unpaid family, care-taking or medical leave under Federal and/or State law.

Wisconsin law allows employees who have worked at least 1,000 hours in the past 52 weeks to take leave in a calendar year.

- a. Up to 6 weeks of family leave during any 12 month period for the birth or adoption of a child. This leave must begin and end within 16 weeks of the birth or adoption of a child.
- b. Up to 2 weeks of family leave during any 12 month period to care for a child, spouse, domestic partner, parent, or parent of a domestic partner suffering from a serious health condition.
- c. Up to 2 weeks of medical leave during any 12 month period for an employee to care for their own serious health condition.

Federal law allows employees who have worked at least 1,250 hours and 12 months to take up to 12 weeks of leave in a year, which is calculated in one of four ways prescribed by federal law, for one or more of the following reasons:

- a. Family leave for the birth of an employee's child or because of the placement of a child with the employee for adoption or foster care.

- b. Family leave to care for a child, spouse or parent suffering from a serious health condition.
 - c. Medical leave for an employee to care for their own serious health condition.
 - d. Due to any qualifying exigency arising out of the fact that a child, spouse or parent of the employee is on covered active duty, or has been notified of an impending call or order to covered active duty in the Armed Forces.
2. Time Allowed: Time allowed under County policies and agreements and also under federal and state statutes is to be used concurrently and not consecutively. For example, County sick leave used for the birth of a child also qualifies as birth or placement leave under the state and federal laws and, therefore, is also deducted from an employee's leave entitlement under the state and federal laws.
3. Definitions:
- a. "Serious health condition" is defined herein to mean an illness, injury, impairment, or physical or mental condition involving any of the following:
 - 1) Inpatient care in a hospital, nursing home, hospice, or residential medical facility.
 - 2) Outpatient care that requires continuing treatment or supervision by a health care provider.
 - b. A "qualifying exigency" is defined as the following:
 - 1) Short-notice deployment.
 - 2) Military events and related activities.
 - 3) Childcare and school activities.
 - 4) Financial and legal arrangements.
 - 5) Counseling.
 - 6) Rest and recuperation.
 - 7) Post-deployment activities.
 - 8) Additional activities not encompassed by any of the above, but agreed to by the employer and employee.
 - c. "Covered active duty" means:
 - 1) In the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
 - 2) In the case of a member of the reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code.
 - d. A "domestic partner" means either of the following:
 - 1) "Registered domestic partners" are two individuals who have registered their domestic partnership with the Register of Deeds in their county of residence and meet the following criteria:
 - a) The individuals must be at least 18 years of age and capable of consenting to a domestic partnership;
 - b) Neither individual in the domestic partnership may be married to, or in a domestic partnership with, another individual;
 - c) The individuals must share a residence;

- d) The individuals must not be more closely related than second cousins; and
 - e) The individuals must be of the same gender.
- 2) “Nonregistered domestic partners” are two individuals, whether the same or opposite genders, who have not registered their domestic partnership and meet the following criteria:
- a) The individuals must be at least 18 years of age and capable of consenting to a domestic partnership;
 - b) Neither individual in the domestic partnership may be married to, or in a domestic partnership with, another individual;
 - c) The individuals must share a residence;
 - d) The individuals must not be related by blood in a way that would prohibit marriage under Wis. Stat. § 765.03;
 - e) The individuals must consider themselves to be members of each other’s immediate family; and
6. The individuals must agree to be responsible for each other’s basic living requirements.
- e. “Week” means five eight hour work days of leave for purposes of calculating intermittent or partial leave.
 - f. For each work day or work week in which an employee works fewer than the regularly scheduled hours by using intermittent or partial leave, the specific amount taken will be deducted for purposes of computing leave taken and leave remaining.
 - g. “In loco parentis” means having day-to-day responsibilities to care for and financially support a child with whom one has no biological or legal relationship.
 - h. Calendar year refers to the months of January through December.

B. BIRTH OR PLACEMENT LEAVE.

1. Unpaid birth or placement leave may be used within 16 weeks before, or within 12 months following the birth of the employee’s natural child, the placement of a child with the employee for adoption, or the placement of a child with the employee for 24-hour foster care that is made by or with agreement of a licensed child welfare agency or County Social Services/Human Services Department.
2. In a calendar year, no employee may take more than 12 weeks of birth or placement leave. In addition, no more than 12 weeks leave can be taken for the birth of any one child. If both the mother and father of a child are employed by the County, they are entitled only to a combined total leave of 12 weeks.
3. An employee may substitute a maximum of six weeks accrued paid sick leave or other accrued leave for the first six of the otherwise unpaid 12 week period, provided the first six weeks occur within a period of 16 weeks before to 16 weeks after the birth or placement. After the first six weeks, county policy requires that any paid vacation, floating holiday or compensatory leave time be used prior to unpaid leave for part or all of the remaining leave period. No substitution of accrued paid sick leave is permitted for foster care placement.
4. An employee must submit a written request for birth or placement leave not less than 30 days before the leave is to commence and must schedule the leave after reasonably considering the County’s needs. If the date of the birth, adoption or foster care placement requires leave to begin sooner, the employee shall provide notice as soon as possible. The employee shall identify if and what type of paid accrued leave the employee intends to substitute as provided under the law. All of the notification requirements are included on the medical certification form available from the Personnel Department.

5. For the first six weeks, an employee may take birth or placement leave as an intermittent or partial absence in employment in increments of no less than one-half hour, or as allowed by union agreement. An employee who does so shall schedule the intermittent or partial absence so it does not unduly disrupt the County's operations. To comply with this requirement, an employee must provide the County, in writing, with the proposed schedule of intermittent or partial absences no less than two weeks before the schedule of absences is to begin. The schedule must be sufficiently explicit so that the County is able to schedule replacement employees, if necessary, to cover the absences. Intermittent or partial leave must conclude within sixteen weeks following the birth, adoption or foster placement of a child. The remaining period of up to six weeks must be taken in a single block, but exceptions may be granted.
6. The employee must provide medical certification as required in (6) below.

C. FAMILY ILLNESS LEAVE.

1. Unpaid family illness leave may be used to care for an individual, who has a serious health condition and is the employee's:
 - a. Spouse
 - b. Biological, adopted or foster child
 - c. Child for which the employee stands "in loco parentis"
 - d. Biological parent or parent who stood "in loco parentis" to employee
 - e. Spouse's parent
 - f. Domestic partner
 - g. Domestic partner's parent
2. In a calendar year, no employee may take more than 12 weeks of family illness leave for the employee's spouse, child or parents. A maximum of two weeks of family illness leave may be taken for a spouse's parent, domestic partner or a domestic partner's parent.
3. An employee may substitute a maximum of two weeks accrued paid sick leave or other accrued leave for the first two weeks of the otherwise unpaid 12 week leave period. After the first two weeks, county policy requires that any paid vacation, floating holiday or compensatory leave time be used prior to unpaid leave for part or all of the remaining leave period.
4. An employee must consider the needs of the County when scheduling family illness leave. If an employee intends to use family illness leave for planned medical treatment or supervision of a family member, as defined above, the employee must do the following:
 - a) Give the County two weeks advance written notice of the intent to take such leave, the reason for the leave, and the planned dates of the leave. This requirement may be waived in emergency situations. The employee shall also identify if and what type of paid accrued time the employee intends to substitute as provided under the law.
 - b) Schedule medical treatment or supervision so that it does not unduly disrupt the County's operations. Provide the County with a proposed schedule for the leave with reasonable promptness after the employee learns of the probable necessity of the leave. The schedule must be sufficiently explicit so that the County can schedule replacement employees, if necessary.
 - c) Provide the required medical certification as required in, (6) below.
5. When medically necessary, an employee may take family illness leave as an intermittent or partial absence from employment in increments of no less than one-half hour, or as allowed by union agreement. An employee who does so shall schedule the intermittent or partial absence so it does not unduly disrupt the County's operations. To comply with this requirement, an employee must provide the County, in writing, with the proposed schedule of absences with reasonable promptness after the employee learns of the probable necessity of such leave.

D. EMPLOYEE MEDICAL LEAVE.

1. Unpaid medical leave may be used by an employee who has a serious health condition which makes the employee unable to perform his or her job duties. An employee may choose that any paid accrued leave be substituted for part or all of the otherwise unpaid 12 week leave. After the first two weeks, the County requires that any paid vacation, floating holiday or compensatory time be used prior to unpaid leave for part or all of the remaining unpaid leave. No employee may take more than 12 weeks of unpaid medical leave in a calendar year.
2. An employee may schedule medical leave as medically necessary. If an employee intends to use the medical leave for a planned medical treatment or supervision, the employee must:
 - a) Give the County two weeks written advance notice of the intent to take a leave, the reason for the leave, and the planned dates of leave. This requirement may be waived in emergency situations. The employee shall also identify if and what type of paid accrued leave the employee intends to substitute as provided under the law.
 - b) Schedule the medical treatment or supervision so that it does not unduly disrupt the County's operations. Provide the County with a proposed schedule for the leave with reasonable promptness after the employee learns of the probable necessity of the leave. The schedule must be sufficiently explicit so that the County can schedule replacement employees, if necessary.
 - c) Provide the required medical certification as required in (6) below.
3. When medically necessary, an employee may take employee medical leave as intermittent or partial absences from employment in increments of no less than one-half hour, or as allowed by union agreement. An employee who does so shall schedule the intermittent or partial absence so that it does not unduly disrupt the County's operations. To comply with this requirement, an employee must provide the County, in writing, with the employee's proposed schedule of intermittent or partial absences with reasonable promptness after the employee learns of the probable necessity of such leave.

E. QUALIFYING EXIGENCY LEAVE

1. In a calendar year, an employee may take up to 12 weeks of unpaid leave due to any qualifying exigency arising out of the fact that a child, spouse or parent of the employee is on covered active duty, or has been notified of an impending call or order to covered active duty in the Armed Forces. The County requires that any paid vacation, personal leave, floating holiday or compensatory time be used prior to unpaid leave for part or all of the remaining unpaid leave.
2. In any case in which the necessity for qualifying exigency leave is foreseeable, the employee shall provide such notice as is reasonable and practicable.
3. The request for qualifying exigency leave must be supported by a certification issued at such time and in such manner as the U.S. Secretary of Labor may by regulation prescribe. If the Secretary issues a regulation requiring such certification, the employee shall provide, in a timely manner, a copy of such certification.
4. An employee may take qualifying exigency leave as an intermittent or partial absence in employment in increments of no less than one-half hour, or as allowed by union agreement.

F. MEDICAL CERTIFICATION.

1. If an employee requests leave under this policy, the employee must obtain a medical certification form from the Personnel Department. This form must be completed by the employee and the health care provider treating the family member or employee. In the case of placement for adoption or foster care, a copy of the legal documentation attached to the medical certification form will substitute for the health care provider's certification.

2. If requirements for medical certification are not completed, the County may deny the leave. The County may request a second health care provider's opinion and/or periodic recertification at the County's expense.

G. INSURANCE AND BENEFITS.

1. While an employee is on approved paid leave, benefits continue as if the employee remained at work. While an employee is on approved unpaid leave, the County will maintain group health insurance under the conditions that applied before the leave began, and the employee will make arrangements to pay the employee's portion of the health insurance premium and the full premium for life and dental insurance during the term of the unpaid leave. The County's obligation to maintain health insurance benefits will terminate if and when an employee informs the County of an intent not to return to work at the end of the leave period, if the employee fails to return to work when leave entitlement is depleted, or if the employee fails to make any required payments while on leave.
2. If the employee does not return to work after the leave entitlement has been exhausted, the County has the right to recover the health insurance premiums paid on behalf of the employee during a period of unpaid leave. An employee must return to work for at least thirty calendar days in order to be considered to have "returned" to work.

H. RETURN FROM LEAVE.

1. An employee returning from employee medical leave is required to obtain medical certification from the health care provider that the employee is able to resume work.
2. An employee returning from leave as provided under this policy can return to his or her prior position if vacant at the time the employee returns to work. If the position is no longer vacant, the employee shall be offered an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.
3. An employee may return to work prior to the scheduled end of the leave. The employee shall be returned to his or her prior position or an equivalent position within a reasonable time after the request to return to work early is made.

I. INTERPRETATION.

Any questions regarding Family and Medical Leave use and/or interpretation should be directed to the Human Resources Department for clarification.

MILITARY CAREGIVER LEAVE

A. GENERAL REQUIREMENTS.

Federal law allows eligible employees who are family members of covered service members to take up to 26 workweeks of leave in a single 12-month period to care for a covered servicemember (hereinafter "military caregiver leave").

B. DEFINITIONS.

"Family members of a covered service member" include the spouse, son, daughter, or parent, or next of kin of a covered service member.

A "son or daughter of a covered servicemember" means the covered servicemember's biological, adopted, or foster child, stepchild, legal ward, or a child for whom the covered servicemember stood in loco parentis, and who is of any age.

A "parent of a covered servicemember" means a covered servicemember's biological, adoptive, step or foster

father or mother, or any other individual who stood in loco parentis to the covered servicemember. This term does not include parents “in law.”

The “next of kin of a covered servicemember” is the nearest blood relative to the covered servicemember.

A “covered servicemember” means:

1. A member of the Armed forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
2. A veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.

A “veteran” has the meaning given the term in section 101 of title 38, United States Code.

The “single 12-month period” begins on the first day the eligible employee takes FMLA leave to care for a covered service member and ends 12 months after that date, regardless of the method used by the employer to determine the employee’s 12 workweeks of leave entitlement for other FMLA-qualifying reasons. If an eligible employee does not take all of his or her 26 workweeks of leave entitlement to care for a covered servicemember during this “single 12-month period,” the remaining part of his or her 26 workweeks of leave entitlement to care for the covered servicemember is forfeited.

A “serious injury or illness” means:

1. In the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating;
2. In the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy, “serious injury or illness” means a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by a member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

C. AMOUNT OF LEAVE.

An eligible employee is entitled to a combined total of 26 work weeks of leave for any FMLA-qualifying reason during the “single 12-month period”, provided that the employee is entitled to no more than 12 weeks of leave for one or more of the following: because of the birth of a son or daughter of the employee and in order to care for such son or daughter; because of the placement of a son or daughter with the employee for adoption or foster care; in order to care for the spouse, son, daughter, or parent with a serious health condition; because of the employee’s own serious health condition; or because of a qualifying exigency.

Thus, for example, an eligible employee may, during the “single 12-month period,” take 16 weeks of FMLA leave to care for a covered servicemember and 10 weeks of FMLA leave to care for a newborn child. However, the employee may not take more than 12 weeks of FMLA leave to care for the newborn child during the “single 12-month period,” even if the employee takes fewer than 14 weeks of FMLA leave to care for a covered servicemember.

In the case of a husband and wife who are both employed by the county, the aggregate number of workweeks of

leave to which both the husband and wife may be entitled is limited to 26 weeks combined for military caregiver leave or 26 weeks combined for a combination of military caregiver leave and family and medical leave.

D. NOTICE.

An employee may schedule military caregiver leave as medically necessary. If an employee intends to use the military caregiver leave for a planned medical treatment or supervision, the employee must:

1. Give the County two weeks written advance notice of the intent to take a leave, the reason for the leave, and the planned dates of leave. This requirement may be waived in emergency situations. The employee shall also identify if and what type of paid accrued leave the employee intends to substitute as provided under the law.
2. Schedule the medical treatment or supervision so that it does not unduly disrupt the County's operations. Provide the County with a proposed schedule for the leave with reasonable promptness after the employee learns of the probable necessity of the leave. The schedule must be sufficiently explicit so that the County can schedule replacement employees, if necessary.

E. REDUCED OR INTERMITTENT LEAVE.

When medically necessary, an employee may take military caregiver leave as an intermittent or partial absence from employment in increments of no less than one-half hour, or as allowed by union agreement. An employee who does so shall schedule the intermittent or partial absence so it does not unduly disrupt the County's operations. To comply with this requirement, an employee must provide the County, in writing, with the proposed schedule of absences with reasonable promptness after the employee learns of the probable necessity of such leave.

F. CERTIFICATION.

If an employee requests leave under this policy, the employee must obtain a medical certification form from the Personnel Department. This form must be completed by the employee and the health care provider treating the covered servicemember. If requirements for certification are not completed, the County may deny the leave. The County may request periodic recertification at the County's expense.

G. INSURANCE AND BENEFITS.

While an employee is on approved paid leave, benefits continue as if the employee remained at work. While an employee is on approved unpaid leave, the County will maintain group health insurance under the conditions that applied before the leave began, and the employee will make arrangements to pay the employee's portion of the health insurance premium and the full premium for life and dental insurance during the term of the unpaid leave. The County's obligation to maintain health insurance benefits will terminate if and when an employee informs the County of an intent not to return to work at the end of the leave period, if the employee fails to return to work when leave entitlement is depleted, or if the employee fails to make any required payments while on leave.

If the employee does not return to work after the leave entitlement has been exhausted, the County has the right to recover the health insurance premiums paid on behalf of the employee during a period of unpaid leave. An employee must return to work for at least thirty calendar days in order to be considered to have "returned" to work.

H. RETURN FROM LEAVE.

An employee returning from leave as provided under this policy can return to his or her prior position if vacant at the time the employee returns to work. If the position is no longer vacant, the employee shall be offered an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

An employee may return to work prior to the scheduled end of the leave. The employee shall be returned to his

or her prior position or an equivalent position within a reasonable time after the request to return to work early is made.

I. INTERPRETATION.

Any questions regarding military caregiver leave use and/or interpretation should be directed to the Human Resources Department for clarification.

APPENDIX C

EXPENSE REIMBURSEMENT

Training/Schooling and Reimbursement.

Funds may be provided in the annual budget for necessary job-related training or schooling that is found to be advantageous to Green Lake County and assists County employees in the performance of their positions. Staffing levels and department workload should be considered when authorizing employee participation. The following approval requirements apply to all County employees:

Required Approvals

1. In-State training/schooling shall be approved by the governing committee. The cost of such training/schooling shall be included in the departmental budget.
2. Out-of-State training/schooling must be approved by majority voice vote of the County Board upon recommendation by the governing Committee. In the event the request is made when the County Board is not in session, the personnel committee may approve the request and notice shall be placed on the agenda for the next County Board meeting.
3. Approved training/schooling shall be at no expense to the employee, and will be accomplished without loss of vacation time or pay. Any expenses paid by the employee will be reimbursed in accordance with this Expense Reimbursement policy.
4. Employees selected for such training/schooling are expected to make a good-faith effort to satisfactorily complete the program in which enrolled. Failure to comply may result in a requirement to repay all expenses.

Travel, Meal and Lodging Reimbursement Policy Reimbursement rates shall be set by the County Board and shall apply equally to all employees, elected officials and County Board Supervisors incurring expenses in the course of official County business, as authorized by the appropriate governing committee. Receipts are required for *any* reimbursement.

Employees in travel status are expected to exercise good judgment when incurring travel costs. Only travel expenses related to County business shall be reimbursed. Reimbursement shall not be claimed for items provided free of charge, not personally paid for by the claimant, previously reimbursed by any source or costs which will be paid or reimbursed from any other source in the future.

Because of potential liability implications, all County official business other than regular work requirements, must be

specifically authorized and approved by the employee's Supervisor in advance of departure. Regular work assignments which necessitate travel to accomplish the task(s) are automatically approved as part of the department's budget when the position is authorized. The Supervisor, along with any other approving authority, is responsible for ensuring the travel is appropriate and necessary to the mission, responsibility or duties of the department.

Unless specified elsewhere, all travel related expenses shall be reimbursed to the employee by the County through completion of the Out of County Meals and Mileage Report form. The forms must be signed by the employee and the Department Head, or designee.

Personal Vehicle Mileage Reimbursement

Employees shall receive mileage reimbursement at the IRS standard per mile rate for all authorized travel in their personal vehicle as stated in the Green Lake County Personnel and Procedures Manual. Motorcycles, mopeds, bicycles, all-terrain vehicles and other similar type methods of transportation are not eligible to be used for County business purposes and are therefore not eligible for mileage reimbursement.

In no cases shall the mileage between the county employees permanent work site and their home (daily commute) be reimbursable. The County maintains five general permanent work sites for the purpose of the travel regulations. The five work sites are: Courthouse/Sheriff, and Human Service located at the Government Center; and Fox River Industries, Highway Department and Highway Department/Manchester located at separate sites. An employee is eligible for mileage reimbursements from the permanent worksite to a business meeting, training session or for other County business and back to the permanent worksite.

For County Board Supervisors, their home is considered their permanent worksite. As such, they are eligible for mileage reimbursement for all mileage incurred while traveling on County business, including meetings at any of the County facilities.

Carpooling with other attendees of the training/seminar is encouraged whenever possible. Additionally, employees may be able to utilize County-owned vehicles, if one is available.

Mileage submitted for reimbursement must actually be driven to be claimed. For other than County Board Supervisors, if an employee or an official rides with someone else, only the driver can submit a mileage reimbursement claim.

In the event an employee is attending to County business wherein it would be fiscally irresponsible to first drive to a permanent worksite and then leave from that worksite to attend to business, that employee may be reimbursed for mileage from their home to attend to the County business.

Air Travel and Vehicle Rentals

Reimbursement for commercial air travel shall generally be limited to the least costly coach fare; the additional cost of premium first class (first class or business class) is not reimbursable. When a more favorable price can be obtained for airfare by adding additional days to the trip, such as staying over a Saturday or flying on a particular day, reasonable expenses for lodging and meals for the minimum necessary additional days may be claimed if the total cost of the reduced fare plus the additional days' expenses are less than the lowest available airfare would have been without the additional days of travel.

A rental vehicle may be used in situations where it is the most cost-effective means of transportation or when the efficient conduct of County business precludes the use of other means of transportation. The vehicle rented should be reasonable in terms of size, cost, number of passengers and cargo to be transported. Charges incurred for personal use by the employee when using a rented vehicle are not reimbursable. If an employee chooses to rent a vehicle and claim personal mileage, the employee shall not represent themselves as an employee of the County when leasing the vehicle. It is then the individuals' responsibility for all insurance and damages to the rental vehicle.

Train, Bus, Taxi and Airline Limousines

Travel by train must be limited to coach unless overnight, where accommodations must be limited to a roomette.

Reimbursement for travel by bus shall not exceed the lowest cost of the most reasonable form of other public transportation.

Reasonable and necessary charges for taxi and airline limousines, including tips, are reimbursable when other modes of travel are not available or practical. To avoid unnecessary taxi expenses, employees should utilize regularly scheduled airport bus or limo service between terminal facilities and hotels, when available.

Meals

Meal reimbursement is allowed when the employee is on County business related activities outside of Green Lake County. Any meals purchased within Green Lake County shall not be reimbursable.

The two definitions for a business related activity are as follows: 1) the County policy, which determines what meals will be reimbursed by the County and 2) the IRS guidelines, which determine which meals are taxable to the individual.

Under the County's policy, a business related activity for meals reimbursed outside the county includes the following: 1) a business meeting including a third-party or non-county employee in which business is conducted or 2) a business related situation that would occur in the normal performance of the job duties. Reimbursements for other business related situations could include, but are not limited to the following: meals at training programs that are not included in the registration fee, or meals incurred that are not considered business meetings but are considered necessary and reasonable while performing normal job duties. Meals incurred while transporting county inmates, will ordinarily not be reimbursable unless the transport occurs over a five (5) hour timeframe and/or is over seventy-five (75) miles from the county jail.

Under the IRS guidelines, meal reimbursements for business meetings that include a third-party or non-county employee are not taxable to the individual if submitted for reimbursement within sixty (60) days of the date incurred. However, meal reimbursements made for other business related activities as stated above are considered a fringe benefit and may be taxable to the employee.

Meal claims must be actual, reasonable and necessary and represent the amount actually spent. To be allowed breakfast, departure must be before 6:00 a.m.; lunch, departure must be before 10:30 a.m. and return after 2:30 p.m.; dinner, employee must return after 7:00 p.m. or depart their headquarters for overnight travel before 6:00 p.m.

Expenditures for alcoholic beverages are not reimbursable. Meals included in the cost of airfare or registration fees are not reimbursable.

Lodging

Employees are expected to seek standard lodging accommodations that are comfortable, convenient, safe, meet the business needs and offer good value. Reimbursement is limited to the single rate for a standard single room. Hotel rooms must be shared if more than one employee of the same gender is traveling to the same event. If an employee chooses to stay alone in a room, that employee must cover the difference in cost of a single versus a double room accommodation cost. Reimbursement for lodging within Thirty (30) miles of the employees' home base is not permitted. Reservations must be made using a County purchase order to avoid state tax and to obtain the governmental rate.

Registration Fees

The registration application form must be provided. Documentation should include the actual date of the conference, location of the event, title of the event and the amount of the fee. Expenses for spouse or other family members and non-business related activities, such as sightseeing tours are not reimbursable.

Miscellaneous Expenses

Reasonable and necessary parking fees and toll booth fees are permitted and are reimbursable.

Out of County Travel All out of County travel is subject to approval by the Department Head and the governing committee. If practicable, advance approval should be obtained.

All out of County travel shall require a travel statement that shall be reviewed and approved by the Department Head and the governing committee before reimbursements will be made. Claims must be in accordance with the cited resolutions for approval, and shall have receipts for all meals, lodging and miscellaneous expenses attached thereto.

If an employee or official of Green Lake County is unexpectedly required to remain out of County overnight, one personal call is allowed at County expense to inform the family of the change.

Compensation for use of a personal vehicle for authorized County business purposes shall be as prescribed in the cited resolutions. Mileage submitted for reimbursement must actually be driven to be claimed. For other than County Board Supervisors, if an employee or an official rides with someone else, only the driver can submit a mileage reimbursement claim. Mileage is paid from portal to portal.

Non-Reimbursable Activity or Expenses

- (1) Political contributions or expenses related to political activities;
- (2) Alcoholic beverages;
- (3) Gifts;
- (4) Expense for spouses or guests accompanying Green Lake County employees or officials while on County business.

Out of State Travel Out of State travel shall not be undertaken without the prior approval of the governing committee and a majority voice vote of the County Board of Supervisors. Documentation must be prepared stating the time, place, purpose of travel and cost to the County of said travel, along with why the travel is necessary. Law Enforcement emergencies are an exception to this policy, but the Sheriff shall justify the emergent nature of the situation to his governing committee at its next meeting.

State or Federal rules/regulations If any of the foregoing is in conflict with State or Federal rules or regulations pertaining to such subject, and where said agencies are responsible for payment of fifty percent (50%) or more of same, than such State or Federal provisions would prevail.

APPENDIX D

POLICY FOR INTERIOR DECORATIONS

This policy relates to interior decorations that are allowed within Green Lake County facilities. Its purpose is to ensure a professional decorum and uniformity among departments.

A. GENERAL

1. Decorations shall be tasteful and portray a professional office setting.
2. Decorations hung on walls shall be hung by the maintenance department or under the direction or supervision of the maintenance department.
3. Decorations include paintings, wall hangings, sculptures, other art objects, photographs, awards, plants, etc.
4. County decorations are those owned by the County or otherwise obtained by the County and deemed appropriate for County facilities.
5. Employee decorations include any items that are owned by or displayed by an employee.
6. Similar items (for example, a collection of related photographs) that are to be displayed are to be matted and framed in a similar manner in order to provide consistency and artistic value within the collection and throughout the facilities.

B. COMMON SPACE

1. Common Space is space that is generally open to or accessible to the public. Common Space includes, but is not limited to, the following: lobbies, court rooms, hallways, conference rooms, reception areas, rest rooms, hallways, aisles, kitchens, break areas, outside walls and doors of offices, outside surfaces of partitions.
2. Only County decorations are allowed in Common Space.
3. Employee decorations are not allowed in Common Space.
4. The Property and Insurance Committee shall be responsible for determining decorations for Common Space.

C. EMPLOYEE WORK SPACE

1. Employee Work Space is that space within an employee work area. Employee Work Space includes the space within enclosed offices and the space within non-enclosed workstations, such as cubicles or other open work areas.
2. Employee decorations are allowed only in employee Work Spaces
3. Employee decorations in an enclosed office space shall not exceed ten (10) items.
4. Employee owned decorations in a non-enclosed work space shall not exceed seven (7) items
5. Employee owned plants and vases of cut flowers shall be small, and appropriate for a professional work environment. Vases of cut flowers are allowed only as long as they are fresh. Plants and vases of cut flowers combined shall not exceed two per employee Work Space.

6. Employee decorations shall not exceed 54 united inches (24 inches by 30 inches is an example of 54 united inches). However, a Department Head may approve slight variations from this limitation if the decoration complies generally with the aesthetics and professional intent of this policy.
7. Employee wall hangings shall not exceed three (3) items.
8. Photos of employee family members shall be limited to three (3), and each such photo shall not exceed 8” by 10” photo with a reasonable picture frame, and such photos shall not be displayed on a wall.
9. Framing, matting, etc. of employee decorations shall be done at the expense of the employee.
10. Celebration items received by employees at work must be taken home at the end of the day. Such items may include plants, cut flowers, balloons, etc. Plants and cut flowers are allowed in accordance with section C.5 above.
11. The following items are not allowed in employee Work Spaces: candles, personal lamps, string lights, streamers, stuffed animals, personal heaters, coffee pots, other electrical appliances. Food items should not be stored in offices. They should be taken home at the end of each day, including all snacks.
12. Equipment and accessories which are reasonably necessary for performing an employee’s job shall not be considered decorations and are not subject to this Policy, however, they must be kept to a reasonably limited number. Some examples may be paper trays, paper weights, one calendar, client interactive items (e.g., stuffed animals), etc.

D. COMPLIANCE

1. Employees are expected to be professional and comply with this policy without action by their Supervisors or Department Heads. Employees shall immediately remove non-complying decorations.
2. Department Heads are responsible for monitoring the space occupied by employees and for compliance with this policy within their departments.
3. Any employee who violates this policy may be subject to discipline.
4. If a Department Head does not make a determination as to whether a decoration complies with this policy, the issue shall be presented in writing, with appropriate documentation, to the Property and Insurance Committee, which will make a determination.

APPENDIX E

VOLUNTARY SHARED LEAVE POLICY

SCOPE: The Administrative Coordinator's Office administers a Green Lake County initiative called Voluntary Shared Leave which allows one employee to assist another employee by donating earned vacation, personal days and/or holidays in the case of a prolonged, life threatening medical condition or accident which exhausts the employee's available paid leave sources, i.e., sick leave, vacation, floating holiday and compensatory time, and forces the employee to be on a leave without pay.

Because Voluntary Shared Leave is a Green Lake County initiative, authorizations and approvals under this program are at the sole discretion of the Personnel Committee.

This procedure describes the conditions under which an employee may be eligible to receive or donate leave, the process of application for receipt or donation of leave and provides forms for those purposes.

RESPONSIBILITY: The Administrative Coordinator, or designee, is responsible for coordinating this program and interacting between the employees involved and the Personnel Committee.

GUIDELINES:

1. Voluntary Shared Leave is intended to be used by employees with a prolonged, life threatening medical condition or one that is likely to require an employee's absence from work for a prolonged time.
2. Voluntary Shared Leave does not apply to incidental, normal, and/or short-term medical conditions or illnesses. This includes conditions such as short-term, sporadic recurrence of chronic allergies or conditions; short-term or sporadic absences due to contagious disease; or short-term, recurring medical or therapeutic treatments. These examples are illustrative only and are not intended to be all inclusive. Each case will be examined and decided based on its conformity to policy intent.
3. Voluntary Shared Leave is not intended to circumvent the requirement of management to have duties performed or limit management's right to deny a request for leave without pay.
4. Donated hours can be used while an employee is on a Family and Medical Leave or Medical Leave as described in the Personnel Manual. When an employee is on unpaid Medical Leave and using shared leave, the income generated by the shared leave will not disqualify the employee from eligibility for the Medical Leave.
5. Employees on worker's compensation are not eligible to participate in Voluntary Shared Leave, as a recipient.
6. Program participation is limited to 1,040 hours (prorated for part time employees) either continuously or, if for the same condition, on a recurring basis. Additional verification from the physician may be required. The number of hours of leave an employee can receive is equal to the projected recovery or treatment period, to a maximum of 1,040 hours, less the employee's combined vacation and sick leave balance as of the beginning absence, including Family and Medical Leave.
7. The employee must exhaust all available vacation, sick leave, holidays and compensatory time before using any donated shared leave.
8. Shared leave ends when the employee returns to work, even for a part of the employee's regular shift. In the event there is a balance of donated leave when the employee returns to work, the donated leave will be returned to the

donator(s) in reverse order of the date the donation was received by the Administrative Coordinator.

9. The establishment of a leave “bank” for use by unnamed employees is prohibited. Leave must be donated on a one-to-one personal basis.
10. An employee may not directly or indirectly make any attempt to intimidate, threaten or coerce any other employee for the purpose of soliciting leave. Such action is considered a personal conduct issue and subject to disciplinary action, including dismissal.
11. All information from the applicant and the donator will be kept strictly confidential, including the identity of the donator. In the event the applicant wishes to divulge any information, medical or otherwise, he or she can do so. However, there will be no release of information in any format by Green Lake County.

ELIGIBILITY:

- Any county employee who is eligible to accrue vacations and/or holidays may participate in this program and may apply to receive leave donations at any time when faced with a prolonged, life threatening medical condition.
- A prolonged, life-threatening medical condition or a prolonged recovery is one which has already, or is likely to, require an employee’s absence from work for a prolonged period. A prolonged period is generally considered to be a least twenty (20) consecutive work days.
- An exemption to the twenty (20) day requirement may be made if the employee has had previous, random and excessive absences for the same condition as that for which shared leave is currently being requested, or if the employee has had a different but prolonged, life-threatening medical condition within the past twelve (12) months.

APPLICATION PROCEDURE:

1. An eligible employee, as defined in “Eligibility”, may apply to receive shared leave by submitting a completed Application to Receive Voluntary Shared Leave form (See Appendix A) to the Administrative Coordinator.
2. Only those applicants who currently have a “zero balance” of all paid leave account, i.e., sick leave, vacation and holidays will be considered.
3. The employee requesting the shared leave must provide a physician’s statement describing the specific nature of the medical condition, prognosis, and the estimated recovery or treatment time. To do this, the employee can attach such certification to the application form. In the event the employee is currently on Family and Medical Leave, he or she can choose to use the Health Care Provider Certification that justified that leave, so long as the date of the Family and Medical Leave Certification is within twelve weeks of the date of the Voluntary Shared Leave application.
4. The Administrative Coordinator, or designee, will research the requesting employee’s attendance history, provide information as to paid leave balances and present the application form to the Personnel Committee for approval or denial.
5. The employee requesting the Shared Leave will be informed by the Administrative Coordinator in writing as to the results of the approval process.

DONATION PROCEDURE:

1. Any eligible employee, i.e., one who currently has earned vacation and/or holidays in his or her paid leave account, can donate paid leave to another eligible employee. The donor employee must maintain at least one-half (1/2) of their available paid time. **Attempts to donate sick leave will not be approved.**
2. An employee may donate paid leave by submitting a completed Voluntary Shared Leave Donation Form (See Attachment A incorporated with this appendix) to the Administrative Coordinator.
3. An employee may not donate more than their available earned amount.
4. The minimum allowable donation is in full workday increments, whether 8-hour, 7.5 hour or prorated (part time) blocks.
5. A full time employee’s donated hours, whether 8-hour or 7 ½-hour blocks will be received by the full time applicant in the same increment. That is, if an employee who normally works a 7 ½-hour day donates a day to an applicant who normally works an 8-hour day, the donation will be credited as 7 ½-hours. Likewise, if an 8-hour employee donates a day, it will be received by the 7 ½-hour recipient as 8-hours. In the event a part time employee donates one of his or her regular days, for example, a four-hour day to a full time employee, that recipient will receive four hours. In the event a full time employee donates an 8-hour day to a part time employee, the part time recipient will receive 8 hours. At no time will a recipient be paid for more than the number of hours they normally work. In all cases, donations will be credited to the first day the recipient has been unpaid. For example, if the recipient had unpaid days beginning June 2nd and on July 10th, he or she received a donation of one day, that donation would be paid out on the current check cycle, but credited to June 2nd.

6. The Administrative Coordinator will confirm that an employee who wishes to donate earned paid leave actually has the earned paid leave, will coordinate the donation with the Payroll Clerk and will inform the employee in writing that their donation has been accepted or rejected.

DISCLAIMER: The Voluntary Shared Leave Program is an initiative of Green Lake County and may be continued or discontinued at any time and without recourse by the participants in the program.

Attachment A to Appendix E
VOLUNTARY SHARED LEAVE DONATION

This form is to be completed and signed by the employee who is donating their vacation and/or holidays to another employee under the voluntary Shared Leave Program.

Please complete the following information and return the form to the Administrative Coordinator's Office:

I, _____, from the _____
Name of Donor Department Name

Department, am voluntarily donating _____ full days* of my current, available
Number of Days
vacation and/or holiday leave to _____.
Name of Shared Leave Recipient

By signing this form, I am hereby authorizing Green Lake County to remove the number of full vacation and/or holidays referenced above from my current, available paid leave account. By receipt of a copy of this voluntary Shared Leave Donation form, I will be informed whether my donation has been approved or denied.

Donor's Signature Date

*"Day" is defined as 7 1/2 or 8 hours (depending on affiliation) or, if part-time, as your current prorated number of hours compared to a full time employee.

To Be Completed by Administrative Coordinator:

This shared leave donation is: _____ **Approved** _____ **Denied**

APPENDIX F

GREEN LAKE COUNTY SAFETY POLICY

GENERAL: It is the intent of Green Lake County to provide a safe environment for employees and to properly manage any conditions, hazards or incidents that do develop so as to minimize injury and other forms of loss. In order for Green Lake County to achieve its goals, it has developed a workplace safety policy outlining the procedures regarding employee health and safety. Each and every employee must become familiar with the policy, follow and enforce safety practices and procedures, and become an active participant in this workplace safety program. While management and the Green Lake County Safety Committee (Safety Committee) will be responsible for developing, organizing and implementing this policy, the policy's success will depend on the involvement of each employee. The County looks forward to your cooperation and participation.

LOSS CONTROL COMMITTEE: Green Lake County has the Loss Control Subcommittee to address safety issues and oversee the County's workplace safety program. The Loss Control Subcommittee is appointed by the Property and Insurance Committee and consists of representatives of the Highway Department, Health and Human Services Department, Sheriff's Office and County Maintenance. Department Heads, Supervisors, volunteers, special advisors, insurance professionals, employees and other qualified individuals may be invited to attend Loss Control Subcommittee meetings or address and provide consultation on safety issues that arise in the County.

COUNTY COMPLIANCE WITH CHAPTER SPS 332: The County will comply with all applicable standards of Chapter SPS 332 of the Wisconsin Administrative Code.

GENERAL SAFETY RULES:

The following general safety rules apply to all employees of the County:

- Employees will exercise caution and observe all safety laws, regulations, rules and practices applicable to their positions and the operation of tools and equipment in their positions.
- Employees will participate in, and comply with, the County's Safety and Health Program.
- Any employee acting in a Supervisory capacity shall require all employees under their supervision to comply with all applicable safety laws, regulations, rules and practices.
- All employees shall use reasonable precautions in the performance of their duties and act in such a manner as to assure maximum safety to themselves, their fellow employees and the public.
- All employees shall familiarize themselves with the safety laws, regulations and rules applicable to their jobs and shall consult with their Supervisor on any safety law, regulation or rule or practice not understood, or whenever work conditions present unforeseen hazards.
- No employee shall remove or make ineffective any safeguard, safety device or safety appliance except for the purpose of replacement, repair or adjustment.

- Employees shall keep their work areas clean, orderly and, to the extent possible, free from all recognized safety hazards.
- All employees shall work in appropriate clothing, including footwear, suitable for the type of work being performed and shall wear or use appropriate safety devices or personal protective equipment as necessary, provided, or directed.
- When driving or riding as a passenger in a County-owned vehicle, or in a personal vehicle while on County business, employees shall wear properly adjusted and fastened seat belts.
- Employees shall comply with all applicable local, State and federal traffic laws when operating a County vehicle or personal vehicle while on County business.

Individual departments may adopt additional safety rules that address particular operations or hazards that exist within that department and which are not inconsistent with the general safety rules listed above.

REPORTING UNSAFE CONDITIONS OR HAZARDS: It is the responsibility of every employee who has knowledge of any unsafe condition or hazard to immediately report such condition or hazard to their immediate Supervisor and/or the Department Head. Unsafe conditions and hazards may also be reported to the County Clerk. Employees are encouraged to first report an unsafe condition or hazard to their immediate Supervisor or Department Head for resolution before referring the issue to the County Clerk. Any report to the Safety Committee must be in writing on the County’s Unsafe Condition or Hazard Report form.

LOSS CONTROL PROGRAM: The County will maintain a loss control/safety and health program in accordance with Chapter SPS 332 of the Wisconsin Administrative Code that describes the procedures, methods, processes and practices used to manage workplace safety and health in the County. The elements of the program include hazard identification and assessment, hazard prevention and control, and information and training. The Loss Control program is coordinated with the County Clerk who serves as Safety Coordinator/Risk Manager.

RESPONSIBILITIES OF SUPERVISORS AND DEPARTMENT HEADS: Supervisors and/or Department Heads are held to the same safety and health standards to work safely and to prevent injuries and property damage as all other employees of the County. In addition, the responsibilities of Supervisors and Department Heads include, without limitation, the following:

- Coordinate accident prevention as it applies to all areas of the safety and health program.
- Keep a regular check on work conditions, practices and methods to prevent safety violations.
- Correct and instruct employees concerning safety laws, rules, regulations and practices.
- Exercise stop work authority as necessary.
- Promote employee accountability to safety practices.

DISCIPLINARY ACTION FOR SAFETY RELATED ISSUES AND VIOLATIONS: The following violations are offenses which could result in discipline up to and including discharge from employment. The decision as to what level of disciplinary action will be taken rests solely with the County and will be made on a case-by-case basis. Nothing in this policy is to be construed as establishing a “just cause” standard for discipline of employees or as modifying the employment at will relationship. The listing below is intended to be illustrative and is not intended to be all inclusive:

- Drugs and Alcohol. Employees who report to work when physically, mentally or emotionally impaired as a result of the use of drugs or alcohol or become so impaired while at work, whether or not their condition results in personal injury and/or damage to property.

- Violation Of Safety Rules And Regulations. Employees who violate any of the safety rules or requirements outlined in this safety policy or any safety rules or regulations adopted by individual departments.
- Hazardous Acts. Employees who knowingly circumvent safety procedures, or violate safety rules or practices.
- Medical Information. Failure to provide appropriate medical information and required forms.
- Negligent Conduct. Failure to use reasonable care in performance of work-related duties which may result in injury or property damage.
- Irresponsible Actions. Behavior which creates risk of harm or actual harm to another person or the business, damage to County property or to the property of others while on County time or on the premises. This includes, but is not limited to: reckless use of County equipment, assault or attempted physical assault on any fellow employee, horseplay or the use of drugs or alcohol while on County time.

APPENDIX G

HARASSMENT, DISCRIMINATION AND RETALIATION POLICY

A. Statement of Policy

Federal and state law prohibits employment discrimination on the basis of race, color, religion, creed, sex, age, disability, national origin or sexual preference. Among these prohibitions is the harassment of fellow employees. Green Lake County is committed to maintaining a place of employment and a work environment that is free from discrimination and any form of harassment whatsoever.

Harassment is unlawful and is conduct that exposes both Green Lake County and individuals engaging in harassment to significant liability under the law. Employees at all times should treat other employees respectfully, with dignity and in a manner so as not to offend the sensibilities of a co-worker. Accordingly, Green Lake County is committed to vigorously enforcing this Harassment, Discrimination and Retaliation Policy at all levels within Green Lake County.

No employee should be subjected to behavior that is personally offensive, which lowers morale or interferes with productivity in the workplace. Each employee has a duty to help maintain a workplace free from harassment. This duty involves refraining from any insulting, degrading, demeaning or exploitative behavior toward other employees, including sexual harassment.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical acts of a sexual nature where (1) submission to such conduct is made either explicitly or implicitly a term or a condition of an individual's employment; (2) an employment decision is based on an individual's acceptance or rejection of such conduct; or (3) such conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

It is also unlawful to retaliate or take reprisal in any way against anyone who has articulated any concern about harassment or discrimination against the individual raising the concern or against another individual.

Examples of conduct that would be considered harassment or regarded as retaliation are set forth in the Statement of Prohibited Conduct below. These examples are provided to illustrate the kind of conduct prohibited by this Policy and the list is not exhaustive.

Green Lake County has an affirmative duty to investigate and eradicate all forms of harassment, discrimination and complaints about conduct in violation of this Policy. All employees should be advised that Green Lake County will impose strict penalties for all confirmed violations of this Policy.

B. Statement of Prohibited Conduct

Green Lake County considers the following conduct to represent the kind of acts that violate this Harassment Policy:

1. Physical Contact of a Degrading, Demeaning or Sexual Nature. This includes:
 - a). Any punching, hitting, slapping, rape, battery, molestation or attempts to commit any such assaults; and
 - b). Intentional physical conduct that is offensive or sexual in nature, such as touching, pinching, patting, grabbing, brushing against another employee's body, or poking another employee's body.
2. Unwanted Sexual Advances, Propositions, or Other Sexual Comments. This includes:
 - a). Sexually oriented gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experience directed at or made in the presence of any employee who indicates or has indicated in any way that such conduct in his or her presence is unwelcome;
 - b). Preferential treatment or promises of preferential treatment to any employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward; and
 - c). Subjecting or making threats of subjecting an employee to unwelcome sexual attention or conduct, or intentionally making performance of the employee's job more difficult because of that employee's sex.
3. Sexual, Discriminatory or Otherwise Offensive Displays or Publications Anywhere in Workplace by employees. This includes:
 - a). Displaying pictures, posters, calendars, graffiti, objects, promotional materials, reading materials, or other materials that are offensive to other employees, sexually suggestive, demeaning, or pornographic, or bringing into the work environment or possessing any such material to read, display, or view at work.

Materials will be presumed to be offensive to other employees if such materials depict persons, symbols, situations, objects, caricatures, language or any other thing known to be generally offensive to certain classes of persons or known to be offensive to a particular employee.

Materials will be presumed to be sexually suggestive if such materials depict through words, symbols, situations or in any other way a person of either sex who is not fully clothed or in clothes that are not suited to or ordinarily accepted for the accomplishment of routine work and who is posed for the obvious purpose of displaying or drawing attention to the private portions of his or her body.
 - b). Reading or otherwise publicizing in the workplace or during work-related activities materials that are in any way offensive to other employees, sexually suggestive, demeaning or pornographic; and
 - c). Displaying signs or other materials purporting to segregate an employee by sex, race, creed, color, age, disability or sexual preference in any area of the workplace.
4. Retaliation for Harassment Complaints. This includes:
 - a) Disciplining, changing work assignments of, providing inaccurate work information to, or refusing to cooperate or discuss work related matters with any employee because that employee has complained about or resisted harassment, discrimination, or retaliation; and
 - b) Intentionally pressuring, falsely denying, lying about or otherwise covering up or attempting to cover up conduct, such as that described in any item above.

5. Other Acts.

Any language or gesture depicting hostility toward any employee because of that employee's race, color, creed, sex, age, disability or sexual preference.

Please note that the prohibited conduct listed above is illustrative and not exhaustive of all acts prohibited under this Policy.

C. Penalties for Misconduct

Harassment is unlawful and hurts other employees. Every incident of harassment creates a negative work environment in which all employees suffer the consequences. Harassment and sexually based conduct has no legitimate business purpose. Accordingly, any employee who engages in such conduct will be made to bear the full responsibility for such unlawful conduct, up to and including termination.

D. Procedures for Making, Investigating and Resolving Harassment and Discrimination Complaints

1. Complaints

Green Lake County will provide its employees with a convenient, confidential and reliable mechanism for reporting incidents of harassment and retaliation.

Complaints of harassment or retaliation that are in violation of this Harassment, Discrimination and Retaliation Policy will be accepted in writing or orally and should be directed to the following people:

- a) If the harasser is a non-supervisory employee or a supervisory employee other than a Department Head, the complaint should be made to the employee's Department Head or the Administrative Coordinator;
- b) If the harasser is a Department Head, the complaint should be made to the Administrative Coordinator;
- c) If the harasser is a county board member other than the county board chair, the complaint should be made to the county board chair or the Administrative Coordinator;
- d) If the harasser is the Administrative Coordinator, the complaint should be made to the county board chair or the corporation counsel.
- e) If the harasser is the chair of the county board, the complaint should be made to the Administrative Coordinator or the corporation counsel.

The purpose of having several persons to whom complaints may be made is to avoid situations where employees are faced with complaining to a person, or a close associate of a person, who might be the subject of a complaint. Anyone who has observed sexual harassment or retaliation should report it to designated personnel immediately. A complainant need not be the person who was the target of harassment or retaliation. All employees have an affirmative duty to report any harassment, discrimination or retaliation that they know of.

The identity of complainants will be revealed only to those persons who have an immediate need to know. All persons contacted in the course of an investigation will be advised that the parties involved in a charge are entitled to confidentiality and respect and that any breach of such confidentiality and respect or other act of retaliation or reprisal against the complainant or other individuals involved with the complaint is a separate, actionable violation of this Policy.

2. Investigations

Once a complaint has been received by any of the people designated above, it shall be investigated thoroughly and expeditiously by such person or their designee. The investigator shall have appropriate knowledge, training and/or experience in harassment investigations. The investigator will produce a written report, which, together with the investigation file, will be shown to the complainant within a reasonable time upon request. The investigator is empowered to recommend remedial measures based upon the results of the investigation, and Green Lake County will promptly consider and act upon any such recommendation. Green Lake County will maintain a file on all harassment charges and the particulars of the investigation.

3. Cooperation

An effective sexual harassment policy requires the support and example of Green Lake County personnel in positions of authority. Green Lake County agents or employees who engage in harassment or retaliation or who fail to cooperate with Green Lake County-sponsored investigations of harassment or retaliation may be severely sanctioned by suspension or dismissal. By the same token, officials who refuse to implement remedial measures, obstruct the remedial efforts of other Green Lake County employees, and/or retaliate against harassment complainants or witnesses may be immediately discharged.

APPENDIX H

VEHICLE USAGE POLICY

1. INTRODUCTION

The operation of County vehicles is necessary in conducting the day-to-day business of the County. The use of County vehicles represents one of the greatest liabilities facing the insurance programs. Recognizing this, it is imperative the County take reasonable steps to control the use of County owned, leased and privately owned vehicles used while performing County business. This policy sets forth guidelines governing the operation of vehicles used in the performance of official County business. Department Heads are responsible for implementation and enforcement of this policy for all vehicles and drivers assigned in their department.

2. SCOPE

Proper management of public resources, including county vehicle accountability is a top priority for the County. All County officials are charged with ensuring and monitoring the daily usage of departmental vehicles to promote efficiency as well as public trust. This policy applies to all County owned and leased vehicles operated on public roads and includes special use vehicles such as construction and excavation equipment designed to operate primarily off-road but driven on public roads to a job site. Where appropriate, this policy applies to the operation of privately owned vehicles used while performing official County duties.

3. GENERAL GUIDELINES

- a. Only County employees are authorized to operate County vehicles. Persons volunteering services to the County are considered “employees” of the County for purposes of this policy and may operate County vehicles when their duties require travel as long as such travel is under the approval or direction of the Department Head and necessary in the course of performing official County business.
- b. Intentional abuse, moving violations, reckless operation or negligent actions while operating any County vehicle may result in the suspension of the employee’s use of a County vehicle and may be grounds for disciplinary action up to and including discharge from employment.
- c. Employees shall obey all local, state and federal laws while operating County vehicles and any time personal vehicles are used on official County business.
- d. Personal use of County owned vehicles is prohibited with the exception of commuting to and from work (to the extent an employee is authorized to take a vehicle home in connection with their employment) and “de minimis” personal use, such as a stop for a personal errand on the way between a business delivery and the employee’s home (as defined by IRS regulations). Personal use of County vehicles for non-business destinations is prohibited even if the employee is in an “on-call” status, with the exception of Law Enforcement personnel, whose usage will be taxed per IRS rules. An employee “on call” may take a County vehicle to his/her home if he/she resides within the required response time as set by his/her Department Head and Governing Committee in accordance with his/her job description.
- e. County vehicles may be used to transport County employees and individuals employed by firms or other governmental entities for the purpose of, and to promote, ridesharing/carpooling to a County sanctioned meeting or event. Transport of family members in county-owned vehicles should be limited and only with approval by Department Head for departmental employees and Administrative Coordinator approval for Department Heads.

- f. The County may conduct a driver record review for any employee using a County vehicle.
- g. Smoking, eating, use of hand-held cell phones or any other activity that would distract from safe operation is prohibited while operating a County vehicle. Animals and/or pets are not allowed in vehicles, unless such transport of animals is a part of the job duties of the individual driving such vehicle. Law enforcement personnel shall adhere by any additional rules governing use of motor vehicles in the Sheriff's department.

4. VEHICLE IDENTIFICATION

All County owned or leased vehicles, with the exception of those vehicles specifically designated as unmarked squad cars, shall have a clearly identifiable Green Lake County logo on both the driver and passenger side doors. The logo size shall be a minimum of 10-10 ½" and the fleet number(s) a minimum size of 3" affixed below the logo which is to be centered on both front door panels.

5. VEHICLE RESPONSIBILITIES

An employee who operates a County vehicle, regardless of frequency, is responsible for the proper care and operation of that vehicle, including maintaining the cleanliness of the vehicle.

Any defect that will affect safe operation of the vehicle will be promptly reported to the driver's Supervisor. No employee shall operate a County vehicle in an unsafe condition. Any vehicle damage that is beyond normal wear and tear must be documented and reported to the employee's Supervisor.

6. OPERATOR'S LICENSE

A valid Wisconsin vehicle operator's license must be in the employee's possession at all times while operating a County vehicle. In the case of commercially rated vehicles, the proper commercial driver's license for the vehicle's weight and class must be valid and in the possession of the driver.

Any employee who operates a vehicle in the performance of official County duties and whose operator's license is suspended or revoked shall immediately report this information to the appropriate Department Head and/or Administrative Coordinator.

7. ACCIDENT REPORT

Drivers must, as soon as reasonably possible, notify the County Clerk of any accidents or citations received while driving the County vehicle. Any accident involving a County owned, rented or leased vehicle used in the performance of County business shall be handled as follows:

- a. Summon medical care for any injured parties;
- b. Notify appropriate law enforcement authorities;
- c. Notify employee's immediate Supervisor.

The Department Head shall be responsible for initiating the department investigation of the accident, preparing a statement detailing the accident, securing repair estimates for County vehicles and recommending any follow-up preventative actions. When the County driver is determined to be at fault in a vehicle accident, the Supervisor may recommend disciplinary action subject to review and approval of the Committee of Jurisdiction and/or Administrative Coordinator.

8. ACCOUNTING/ REPORTING FOR PERSONAL/ COMMUTING USE MILES

Each employee that uses a County vehicle for personal use shall document all business or commuting miles for that vehicle. Each employee is required to select an option whereby the employee's taxable value of the use of such vehicle

can be determined for IRS purposes. Form available at the County Clerks Office.

Failure to comply with, or abuse of this above stated policy, may result in the suspension of the usage of County vehicles and possible other disciplinary action, up to and including discharge.

APPENDIX I

DISPOSAL OF ELECTRONIC MEDIA POLICY GREEN LAKE COUNTY IT DEPARTMENT

Large amounts of electronic data are transmitted and stored on systems and electronic media by virtually every person conducting business for Green Lake County. Some of that data contains sensitive information, including but not limited to, personnel records, financial data, and protected health information. If the information on those systems is not properly removed before the equipment is disposed of or sold, that information could be accessed and viewed by unauthorized individuals.

Rationale:

The purpose of this policy is to establish a minimum standard for the proper disposal of electronic media containing data that is owned and operated by Green Lake County. The disposal procedures used will depend upon the type and intended disposition of the media. Electronic media may be scheduled for reuse, repair, replacement, or removal from service for a variety of reasons and disposed of in various ways described below.

Standards & Procedures:

Standards:

What is electronic media? Electronic media is defined as any electronic storage that is used to store information, including, but not limited to, hard disks, magnetic tapes, compact disks, DVDs, video tapes, audio tapes, data tapes, removable storage such as flash drives, and any future media technology.

What is the minimum standard for disposal? All Green Lake County electronic media should undergo a complete overwrite before the media, or the system containing the media, is repurposed. This should be done by IT Department staff or with IT Department guidance. If a complete overwrite of the media is not an option, then the media should be destroyed so that the information on it is not recoverable without unreasonable time or cost. Should any media contain the last known copy of any given documents, their Retention Policy should be followed to insure media disposal can occur.

What is confidential information? Confidential information is important and sensitive material. This information is private or otherwise sensitive in nature and must be restricted to those with a legitimate business need for access. Some examples of confidential information are system passwords or encryption keys, financial records, proprietary information, personnel records, and patient records. All media that contains confidential information should be overwritten with software designed to “zero out” media tracks or be destroyed. Other confidential information may be defined by federal or state laws.

What should be avoided? Removing the partition information from the media, such as using f-disk, is not sufficient. Reinstalling the operating system, without first completing a full media overwrite is not sufficient. Formatting the media is not sufficient. Removing the media and disposing of it in any way that does not render it difficult to recover is not sufficient. Using a magnetic degaussing tool is not reliable for every form of media, e.g. modern hard disks may not be completely erased with most degaussing tools.

Procedures:

All electronic media must be properly sanitized before it is transferred from the custody of its current owner. The proper sanitization method depends on the type of media and the intended disposition of the media.

Overwriting media for sanitization: Overwriting is an approved method for sanitization of storage media. Overwriting of data means replacing previously stored data on a drive or disk with a pattern of meaningless information. This effectively renders the data unrecoverable, but the process must be correctly understood and carefully implemented.

Destruction of electronic media: Destruction is an approved method and is the process of physically damaging a medium so that it is not usable by any device that may normally be used to read electronic information on the medium.

Disposal of media: Prior to disposal, operable media must be overwritten in accordance with the procedures above. Once done, the equipment should have a label affixed stating that the media has been properly sanitized. Any electronic media that will undergo permanent disposal, not repair or replacement, should be first approved for disposal by the Information Technology Committee.

Disposal of damaged or inoperable media: First attempt to overwrite the media in accordance with the procedures above. If the media cannot be overwritten, it must be disassembled and mechanically/physically damaged so that it is not usable by any system.

Enforcement:

Any employee found to have violated this policy shall be subject to disciplinary action under the current appropriate Green Lake County disciplinary policy.

APPENDIX J

GREEN LAKE COUNTY GRIEVANCE PROCEDURE

PURPOSE

This grievance procedure is established pursuant to Wis. Stat. § 66.0509(1m). Eligible employees shall use the procedure to resolve disputes with Green Lake County (County) regarding covered employee termination, employee discipline or workplace safety issues. This grievance procedure may be modified or eliminated by the County at any time, with or without prior notice. This procedure is not a guarantee of employment, a guarantee of any rights or benefits, does not create or grant covered employees with a property interest in their employment or tenure rights of any kind and does not constitute a contract of employment, express or implied. Unless specifically required by another statute or code, the County's employment relationship with employees eligible to use this procedure is at will and employment may be terminated at any time for any reason, with or without cause and with or without notice, at the option of the County or the employee.

DEFINITIONS

The following definitions shall apply to this grievance procedure:

1. **“Employee”** for purposes of a grievance of Discipline and Termination (as defined in this grievance procedure) means a “regular full-time” or “regular part time” employee as defined in the County's Personnel Policies and Procedures Manual (Manual) who has completed twelve (12) continuous months of employment with the County. “employee” does not include any of the following: elected officials, part-time employees, temporary employees, contract employees, limited term employees, seasonal employees, contractors or their respective employees, employees covered by a collective bargaining agreement containing a grievance procedure for Discipline and Termination or any employees, officials or officers that serve at the pleasure of an appointing authority as provided by Wisconsin statutes.

“Employee” for purposes of Workplace Safety (as defined in this procedure) means any employee of the County.

2. **“Discipline”** is defined as any of the following adverse employment actions: disciplinary suspension of employment of greater than one (1) day, disciplinary reduction in base pay; and disciplinary reduction in rank or demotion. “Discipline” does not include any of the following actions: terminations, layoffs or workforce reduction activities; non-disciplinary wage, suspensions of one (1) day or less; benefit or salary adjustments or reductions; non-disciplinary reductions in rank or demotions; plans of correction or performance improvement; performance evaluations or reviews; documentation of employee acts or omissions in an employment file; oral or written reprimands; administrative suspensions pending investigation of misconduct or nonperformance; or change in assignment or assignment location.
3. **“Termination”** is defined as an involuntary separation of employment initiated by the County that is not a layoff, furlough or workforce reduction or an involuntary separation of employment due to disability or failure to maintain proper certification or qualifications for a position within the County.
4. **“Workplace safety”** means any standard established or adopted under Wis. Admin. Code Chapter SPS 332.

GRIEVANCE PROCEDURE FOR DISCIPLINE AND TERMINATION.

A. Filing Procedure.

- 1. Who May File a Grievance For Discipline or Termination.** A grievance may only be filed by the “employee” who is the subject of the Discipline or Termination.
- 2. Initiating a Grievance.** An employee may initiate a grievance relating to Discipline or Termination by presenting a written grievance on the form attached to this policy as Attachment A(which is incorporated with this appendix) to the office of the County Clerk within ten (10) calendar days of the event giving rise to the grievance or the date upon which the employee should have reasonably known the facts giving rise to the grievance. The office of the County Clerk shall upon receipt of a grievance forward a copy of the grievance to the Executive Committee. The employee must sign and date the grievance. A grievance will not be considered filed until the employee signs the grievance and the grievance is received by the Office of the County Clerk. Failure to timely file a grievance with the County Clerk shall constitute a waiver of the right to use the grievance procedure and an abandonment of the grievance.
- 3. Incomplete Grievance; Failure to Provide Complete Information.** If a timely filed grievance is incomplete, the County Clerk shall issue a written request to the employee identifying the information needed to complete the grievance form and proceed with the grievance procedure. The County Clerk must issue the request for additional information within ten (10) calendar days. If no written request is issued by the County Clerk within ten (10) calendar days, the grievance shall move forward under this procedure.

In the event that the County Clerk timely issues a request for additional information, the employee shall have three (3) calendar days from receipt of the written request to provide the Office of the County Clerk with the additional information. Upon receipt of the employee’s written response, the County Clerk will determine whether the response is sufficient. The decision of the County Clerk as to the sufficiency of the grievance shall be final and binding. Failure of the employee to timely provide the requested information or a finding by the County Clerk that the employee has failed to provide sufficient information to allow the grievance to move forward shall constitute a waiver of the right to use this grievance procedure and an abandonment of the grievance.

- 4. Grievance Verification.** By signing the grievance, the employee is declaring under penalty of law that the statements contained in a grievance relating to Discipline or Termination are true and correct to the employee’s belief. Any employee who files a grievance that is false or misleading or for the purposes of intimidation, annoyance or harassment or who otherwise files a grievance in bad faith is subject to disciplinary action.

B. Hearing Procedure.

- 1. Selection of an Impartial Hearing Officer.** As soon as reasonably possible following the receipt of a timely and complete grievance, the County shall appoint an Impartial Hearing Officer and provide the employee with the name of the individual appointed.
- 2. Hearing Date.** Upon notification of their selection, the Impartial Hearing Officer shall schedule a hearing as soon as reasonably possible but not greater than forty-five (45) calendar days from the appointment of the Impartial Hearing Officer. Within five (5) calendar days of the date of the appointment of the Impartial Hearing Officer, the Impartial Hearing Officer shall conduct a pre-hearing conference with the employee and the County Clerk to select the date for the hearing. Once a hearing date is scheduled, it may be adjourned only upon written request by the employee or the County and a finding by the Impartial Hearing Officer that there is “good cause” for an adjournment. The decision of

the Impartial Hearing Officer regarding a request for adjournment shall be final, binding and not subject to appeal.

- 3. Discovery; Grievance Amendment; Witnesses and Documents; Pre-Hearing Statement; Impartial Hearing Officer as Mediator.** There shall be no formal pre-hearing discovery. The Impartial Hearing Officer shall set a deadline for the exchange of witnesses and documents prior to the hearing. The Impartial Hearing Officer shall determine whether amendments to the grievance may be allowed and the deadline for any amendments.

The parties shall provide a copy of the witness list, documents and exhibits to the Impartial Hearing Officer. No witness, exhibit or document which was not identified or exchanged by a party may be introduced absent a written finding by the Impartial Hearing Officer that there was good cause for the failure of the party to identify a witness or document within the deadline for exchanging witnesses or documents. Each party may file a pre-hearing statement of no more than two (2) type written single space pages outlining their position relative to any issues related to the grievance. The Impartial Hearing Officer may attempt to mediate the dispute prior to the hearing.

4. Hearing.

- a. Recording; Closed Hearing.** The hearing before the Impartial Hearing Officer will be digitally recorded and a copy of the recording shall be provided at no cost to the employee, the County and the Impartial Hearing Officer. The digital recording of the hearing shall be maintained by the County for the period required by law. The hearing shall be closed to the public unless both parties mutually agree that it will be open.
- b. Representation; fees and costs.** The employee and the County may be represented by an attorney of their choice. Neither party shall be responsible for the attorneys' fees, witness fees or costs of the other.
- c. Order Of Case; Cross-Examination; opening and closing statements.** The Employee shall call witnesses and present testimony and exhibits that are relevant to the grievance. At the close of the employee's case, the County shall call its witnesses and present testimony and exhibits that are relevant to the grievance. The parties may cross-examine witnesses presented by the other party. Cross-examination shall be limited to ten (10) minutes per witness unless this time period is extended by the Impartial Hearing Officer. The Impartial Hearing Officer may allow for opening or closing statements at the discretion of the Impartial Hearing Officer, such statements are not to exceed ten (10) minutes in length.
- d. Rules of Evidence; Exclusion of evidence.** The Impartial Hearing Officer is not bound by rules of evidence and may admit all evidence that the Impartial Hearing Officer determines is relevant and may exclude immaterial, irrelevant or unduly repetitious testimony or evidence. The Impartial Hearing Officer shall recognize the rules of privilege. The Impartial Hearing Officer may not base any finding or conclusion solely on hearsay evidence.
- e. Right Of Impartial Hearing Officer To Question.** During the hearing, the Impartial Hearing Officer may ask questions as the Impartial Hearing Officer deems necessary.
- f. Close of the Hearing; no briefs; position statements.** After the employee and the County have finished introducing evidence, the Impartial Hearing Officer shall close the hearing. The parties shall have no right to file briefs. The Impartial Hearing Officer may request position statements from the parties following hearing. Any position statements may not exceed two (2) type written single space pages in length and must be filed with the Impartial Hearing Officer within five (5) calendar days following the close of the hearing.

C. **Burden of Proof; Impartial Hearing Officer's Decision; Remedies**

1. **Burden of Proof; Standard of Review.** Unless specifically required by another statute or code, the employee bears the burden of proof to persuade the Impartial Hearing Officer by clear and convincing and satisfactory evidence that the County's decision to Discipline/Terminate the employee did not have a rational basis. If the employee does not meet their burden of proof, the Impartial Hearing Officer shall deny the grievance.

In determining whether an employee has proved by clear, convincing and satisfactory evidence that the County's decision to Discipline/Terminate did not have a rational basis, the Impartial Hearing Officer may only consider the evidence introduced at the hearing and the weight of that evidence. The Impartial Hearing Officer may not overturn the County's decision to Discipline/Terminate based upon their own personal judgment or opinion regarding the matter. Moreover, the Impartial Hearing Officer may not determine a decision to Discipline/Terminate did not have a rational basis based on the County's failure to implement or follow concepts of progressive discipline or just cause, in whole or in part, in making the decision to Discipline/Terminate the employee. Finally, the Impartial Hearing Officer must recognize all County policies, rules, procedures and regulations and may not modify or disregard the same in determining whether the County's decision to Discipline/Terminate has a rational basis.

2. **Decision.** The Impartial Hearing Officer shall issue a written decision within seven (7) calendar days of the close of evidence. The decision of the Impartial Hearing Officer shall, at a minimum, contain a statement of issues, standard of review, findings and a remedy for the employee if appropriate. If the Impartial Hearing Officer sustains the grievance, in whole or in part, the Impartial Hearing Officer's decision must include a detailed explanation as to why the Impartial Hearing Officer found the County's decision to Discipline/Terminate has no rational basis as well as a detailed description of the Impartial Hearing Officer's reasons for reducing or modifying the Discipline/Termination imposed by the County.
3. **Remedies.** If the grievance is sustained, the Impartial Hearing Officer may only award the employee one or more of the following remedies: (a) reinstatement; (b) a lesser adverse employment action consisting of a suspension, reduction in the length of a suspension, written reprimand or documentation of employee acts and/or omissions in an employment file; (c) back pay; and (d) in the event of a reinstatement following termination, reimbursement of the County's applicable percentage of any payments made by the employee for continuation of health insurance under the **Consolidated Omnibus Budget Reconciliation Act (COBRA)**.

- D. **Cost of Impartial Hearing Officer.** The County shall pay for the cost of the Impartial Hearing Officer in a grievance involving Discipline or Termination.

GRIEVANCE PROCEDURE – WORKPLACE SAFETY

A. **Preconditions to Filing**

1. **Report of an Unsafe Condition.** An employee may not file a grievance relating to a condition that the employee believes constitutes a Workplace Safety violation unless the employee has first reported the condition to the County Clerk in writing on the attached form, Attachment B which is incorporated with this appendix.
2. **County Response.** Upon receiving notice of an alleged Workplace Safety violation from an employee, the County shall have ten (10) calendar days in which to investigate the condition and advise the employee in writing that the County: (a) has determined that the condition does not constitute a Workplace Safety violation and will not be taking corrective action; or (b) is taking corrective action in accordance with law to address the condition.
3. **Grievance Filing Limitation.** If the County advises the employee in writing within ten (10) calendar

days that it is taking corrective action in accordance with law and has commenced corrective action within this period, an employee may not initiate a Workplace Safety grievance.

4. **Dissatisfaction With the County's Corrective Action.** If, at completion of the County's corrective action, the employee believes a Workplace Safety violation continues to exist, the employee must resubmit a new Unsafe Condition or Hazard Report and follow the procedures in this paragraph prior to proceeding with a Workplace Safety grievance.

B. Filing Procedure.

1. **Who May File a Workplace Safety Grievance.** A grievance may only be filed by an "employee." The employee need not be personally impacted by a condition alleged to constitute a Workplace Safety violation.
2. **Initiating a Grievance.** An employee may initiate a grievance relating to Workplace Safety by presenting a written grievance on the form attached to this policy as Attachment C to the office of the County Clerk within ten (10) calendar days of: (a) the employee's receipt of written notice from the County that the County will not be taking corrective action with respect to an alleged Workplace Safety violation; (b) the County's failure to begin corrective action within ten (10) calendar days of the employee's report of the Workplace Safety violation as provided in section 1.04(A) (2)(b) and (3) above; (c) the failure of the County to respond to a report of a Workplace Safety violation within ten (10) calendar days. The employee must sign and date the grievance. A grievance will not be considered filed until the employee signs the grievance and the grievance is received by the County Clerk.
3. **Extensions of Time; Impact of Untimely Filing.** The County Clerk may, in their sole and absolute discretion, agree to extend the time for filing a Workplace Safety grievance up to an additional five (5) calendar days based upon a written request for an extension received from the employee prior to the expiration of the ten (10) calendar day deadline to file the grievance. Any written request for an extension of time must explain the reasons why the employee cannot meet the grievance filing deadline. The decision of the County Clerk regarding a request for an extension of time shall be final, binding and not subject to appeal. Failure to timely file a grievance with the County Clerk within ten (10) calendar days or any period of extension granted by the County Clerk shall constitute a waiver of the right to use the grievance procedure and an abandonment of the grievance.
4. **Incomplete Grievance; Impact of Failure to Provide Complete Information.**

If a timely filed grievance is incomplete, the County Clerk shall issue a written request to the employee identifying the information needed to complete the grievance form and proceed with the grievance procedure. The County Clerk must issue the request for additional information within ten (10) calendar days. If no written request is issued by the County Clerk within ten (10) calendar days, the grievance shall move forward under this procedure.

In the event that the County Clerk timely issues a request for additional information, the employee shall have three (3) calendar days from receipt of the written request to provide the Office of the County Clerk with the additional information. Upon receipt of the employee's written response, the County Clerk will determine whether the response is sufficient. The decision of the County Clerk shall be final and binding. Failure of the employee to timely provide the requested information or a finding by the County Clerk that the employee has failed to provide sufficient information to allow the grievance to move forward shall constitute a waiver of the right to use this grievance procedure and an abandonment of the grievance.

5. **Grievance Verification.** By signing the grievance, the employee is verifying and affirming that the statements contained in a grievance relating to Workplace Safety are true and accurate to the best of the employee's knowledge. Any employee who files a grievance that is false or misleading or for the purposes of intimidation, annoyance or harassment or who otherwise files a grievance in bad faith is subject to disciplinary action.

C. Hearing Procedure.

The selection of an Impartial Hearing Officer and hearing on a Workplace Safety violation shall be conducted in accordance with the Hearing Procedure in section 1.03(B) above.

D. Burden of Proof; Impartial Hearing Officer's Decision; Remedies

1. Burden of Proof; Standard of Review. The employee bears the burden of proving by a preponderance of the evidence that the condition identified by the employee constitutes a Workplace Safety violation and that corrective action is required. If the employee does not meet their burden of proof, the Impartial Hearing Officer shall deny the grievance.

2. Decision. The Impartial Hearing Officer shall issue a written decision within seven (7) calendar days of the close of evidence. The decision of the Impartial Hearing Officer shall, at a minimum, contain a statement of: (a) the standard of review; (b) the particular provisions of Wis. Admin. Code Chapter SPS 332 that are implicated by the Workplace Safety grievance; (c) findings; and, (d) if the grievance is sustained, an order of corrective action.

3. Remedies. If the grievance is sustained, the Impartial Hearing Officer may order the County take corrective action in accordance with law to address the Workplace Safety violation. The Impartial Hearing Officer shall have no authority to require the County to take any specific corrective action or provide any specific remedy in response to the Workplace Safety violation.

E. Costs of Impartial Hearing Officer. The County shall pay all costs for the Impartial Hearing Officer associated with a Workplace Safety grievance.

COUNTY BOARD APPEAL OF DISCIPLINE, TERMINATION AND WORKPLACE SAFETY MATTERS

A. Who May File an Appeal. An appeal of the Impartial Hearing Officer's decision may be filed by the employee or the County.

B. Requesting an Appeal. An appeal may be initiated to the County Board by filing an appeal with the County Clerk on the form attached as Attachment D within ten (10) calendar days of the date of the Impartial Hearing Officer's decision. Failure to file a written appeal by the filing deadline will result in the waiver of the right to an appeal and the outcome of the proceedings before the hearing officer shall be final.

C. County Board Appeal. When the County Clerk receives a timely request for appeal, the County Clerk shall forward the appeal to the Chairperson of the County Board along with a copy of the hearing record including any exhibits introduced at the grievance hearing. The Chairperson shall schedule the appeal at a meeting of the County Board for purposes of reviewing the hearing record, the Impartial Hearing Officer's decision and rendering a decision on appeal. The County Board shall not take testimony, accept additional evidence, accept briefing, accept oral argument or otherwise conduct a hearing of any sort in relation to an appeal.

D. Standard of Review. The Board may overturn or otherwise modify the Impartial Hearing Officer's decision if the decision of the Impartial Hearing Officer is found to be clearly erroneous.

E. Decision. The County Board shall deliver a written decision to the employee and the County no later than ten (10) calendar days from the date of the County Board meeting. The written decision shall contain: (1) a statement of the issues; (2) findings, along with an explanation as to why any findings differ from the hearing examiner; and (3) a remedy, if appropriate, along with an explanation as to why any remedy differs from the remedy granted by the Impartial Hearing Officer.

F. Remedies on Appeal; Discipline and Termination. The County Board may award one or more of the

following remedies to the employee on appeal in a matter involving Discipline or Termination: (a) reinstatement; (b) a lesser adverse employment action consisting of a suspension, reduction in the length of a suspension, written reprimand or documentation of employee acts and/or omissions in an employment file; (c) back pay; and (d) in the event of a reinstatement following termination, reimbursement of the County's applicable percentage of any payments made by the employee for continuation of health insurance under the **Consolidated Omnibus Budget Reconciliation Act (COBRA)**.

G. Remedies on Appeal; Workplace Safety. If the County Board determines on appeal that a violation of Workplace Safety has occurred, the County Board may order that corrective action be taken by the County according to law.

H. Final Decision. The decision of the County Board shall be final. Any judicial review of the County Board's decision shall be only as provided by law.

TIME

When the last day for taking any action under this Grievance Procedure falls on a day when the County Courthouse is closed (e.g., a Saturday, Sunday or holiday), the action may be taken on the next day the County Courthouse is open.

GREEN LAKE COUNTY DISCIPLINE/TERMINATION GRIEVANCE FORM
Attachment A of Appendix J Form

Please fill out this form completely. If you need more space, use a separate sheet of paper.

Name of Grievant: Job Title:	Work Phone: Home Phone:
Home Mailing Address:	DATE AND TIME RECEIVED <i>(for County use only)</i>
1. Discipline/Termination Being Grieved. Provide a description of the discipline/termination being grieved.	
2. Basis For Grievance. Provide a detailed description of the reason or reasons why you believe that the County's decision to discipline or terminate you was incorrect and should be overturned and a detailed description of any facts or information which support your belief.	
3. Witnesses. Identify by name, telephone number and address of all witnesses that you believe will support your claim that the County's decision to discipline or terminate you was incorrect and should be overturned. Provide a summary of the facts and/or information known by each witness.	
4. Documents. Attach any documents which support your claim that the County's decision to discipline or terminate you was incorrect. If you do not have a document, provide a description of the document which includes date of the document, the source of the document and the content of the document.	
5. Remedy Requested. Describe in detail how you believe the County's disciplinary action or termination should be modified.	
6. Certification and Signature. By my signature below, I certify that I have read the above complaint and, under penalty of law, I declare that this complaint is true and correct. Signature of Grievant: _____ Date Signed: _____	

INSTRUCTIONS

1. **USE:** This Discipline/Termination grievance form is for use in connection with the Green Lake County (County) Grievance Procedure (Grievance Procedure) in the Green Lake County Personnel Policies and Procedures Manual (Manual). Only a “regular full-time” and “regular part-time” employee as defined by the Manual who has completed twelve (12) continuous months of employment with the County may use this procedure. This grievance form may be used only in connection with “discipline” and “termination” as defined by the Grievance Procedure. Please refer to the Grievance Procedure in the Manual for additional rules and restrictions.

2. **FILING DEADLINE:** In accordance with section 1.03A(2) of the Grievance Procedure, this grievance form must be completely filled out, signed and filed with the office of the County Clerk within ten (10) calendar days of the event giving rise to the grievance or the date upon which the employee should have reasonably known the facts giving rise to the grievance. The failure of an employee to timely file a grievance with the office of the County Clerk shall constitute a waiver of the employee’s right to use the grievance procedure and an abandonment of the grievance. Please refer to the Grievance Procedure for further details regarding the initiation of a grievance.

3. FILLING OUT THE GRIEVANCE FORM

a. **Event Being Grieved.** This section requires you to describe the disciplinary act or termination that you are grieving. The description should include the reason(s) you understand you were disciplined/terminated and the date on which the discipline/termination occurred. A grievance form may only address one disciplinary/termination event.

b. **Basis for Grievance.** This section of the form requires you to provide a detailed description of the reason or reasons why you believe that the County’s decision to discipline or terminate you was incorrect. Single word or limited responses to the effect that the discipline/termination was “wrong,” “unfair,” “unequal” or “mistaken” are insufficient. You must provide a *detailed* response explaining why you believe the disciplinary action or termination taken by the County was incorrect or unreasonable and a *detailed* description of any facts, events or other information which support your belief. Note that under the Grievance Procedure, you will have the burden of proving by a preponderance of the evidence that the County did not have a rational basis for the disciplinary action/termination.

c. **Witnesses.** This section of the form requires you to identify all witnesses who you believe will support your claim that the disciplinary action or termination taken by the County was incorrect. The last known telephone number and address of each witness must be provided. You are also required to provide a detailed description of the facts or information known by each witness that supports your claim that the disciplinary action or termination taken by the County was incorrect and should be overturned. Single word or limited descriptions to the effect that the witness knows the discipline/termination was “wrong,” “unfair,” “unequal” or “mistaken” are insufficient. Employees must provide a *detailed* description of the facts or information known by each witness.

d. **Documents.** This section of the form requires you to produce all documents you believe support your claim that the disciplinary action or termination taken by the County was incorrect. If you do not have the documents, you are required to provide a description of each document which includes the date of the document, the source of the document and a description of the contents. The source can be, for example, an e-mail from a Department Head, Supervisor, co-worker or other individual, a County policy or communication, a time card, portions of an employee or county file or a document that you wrote. The description of the contents should include the subject of the document and the information in the document which you believe supports your position on the grievance.

e. **Remedy Requested.** This section requires you to describe how you believe that the discipline or termination should be changed. The remedies that are available under the Grievance Procedure are limited to one or more of the following: (a) reinstatement; (b) a lesser adverse employment action consisting of a suspension, reduction in the length of a suspension, oral or written reprimand or documentation of employee acts and/or omissions in an employment file; (c) back pay; and (d) in the event of a reinstatement following termination, reimbursement of the County's applicable percentage of any payments made by the employee for continuation of health insurance under the **Consolidated Omnibus Budget Reconciliation Act (COBRA)**.

4. **ASSISTANCE:** All information on the grievance form *must* be provided. If you have any questions regarding the information required by the form, please contact the office of the Green Lake County Clerk at, 920-294-4005. Employees in the Clerk's office may only offer assistance in identifying the information required in the grievance form. Employees in the Clerk's office cannot provide you with legal advice in connection with your grievance. Employees, using the grievance procedure, are encouraged to consult an attorney of their choice with any legal questions.

GREEN LAKE COUNTY
Unsafe Working Condition Or Hazard Report
Attachment B of Appendix J Form

Instructions:

- Use this form to report an unsafe working condition that does not require immediate action.
- This form should NOT be used to *initially* report immediate and dangerous working conditions. See page 2 of this form for instructions on such conditions.
- This form should be completed, fully and legibly, with as much detail as possible. If additional space is needed, print information on a separate piece of paper and attach. If you need assistance in filling out the form, please contact the Office of the County Clerk at (920) 294-4005.
- Submit completed forms to the Office of the County Clerk.

Employee's Name: _____ Job Title: _____ Date of Report: _____	DATE AND TIME RECEIVED <i>(for County use only)</i>
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1. Location Of Condition Believed To Be Unsafe Or Hazardous (specify exact location where alleged unsafe or hazardous condition exists, the type of work performed and the approximate number of employees in the location. Use a separate form for each unsafe or hazardous condition).

2. Detailed Description Of Unsafe Or Hazardous Condition And Its Cause:

3. Date And Time Unsafe Or Hazardous Condition First Observed By Employee:

4. Are there any employees or other individuals who you believe have been injured or become ill from the unsafe or hazardous condition? If so, please identify the employee or individual, the nature of the illness or injury and the date on which the employee or individual was injured or became ill.

5. To your knowledge, has the unsafe or hazardous condition previously been reported to a person in management? If so, to whom was the condition reported and on what date or dates?

6. To your knowledge, has the unsafe or hazardous condition previously been inspected? If so, who inspected the condition, when was the inspection and what was the result of the inspection?

7. What changes would you recommend to correct the unsafe or hazardous condition?

8. Certification.

By my signature below, I certify that I have read the above report and declare that the information in the report is true and correct.

Signature of Employee: _____

Date Signed: _____

Immediate and Dangerous Working Conditions

1. This form should not be used to *initially* report immediate and dangerous working conditions. If a dangerous working condition exists that requires immediate corrective action, the employee must notify their Supervisor at once. If the situation involves serious injury and/or the need for rescue, fire, or other emergency response, call 9-1-1 immediately.

2. Upon being advised of an immediate and dangerous working condition, the Supervisor shall evaluate the condition take any immediate action necessary to correct or minimize the hazard to a reasonable standard of safety. The Supervisor shall notify the Department Head and the County Clerk of the employee's report of an immediate and dangerous working condition and the corrective action, if any, taken by the Supervisor.

3. If corrective action is not taken immediately by the Supervisor, or the employee believes that action taken by the Supervisor does not minimize the hazard to a reasonable standard of safety, the employee shall immediately report the hazard to the Department Head and fill out and file this Unsafe Condition or Hazard Report with the Office of the County Clerk.

4. The Department Head will designate the appropriate individual to go to the scene immediately, evaluate the situation, make a judgment, and document and communicate the decision on appropriate action to the employee, the Supervisor and the County Clerk.

5. The County Clerk will review the information related to the dangerous working condition and determine whether the situation has been satisfactorily resolved or if additional investigation and corrective actions are necessary. The County Clerk will advise the employee in writing of the results of the investigation and any corrective action that the County intends to take within ten (10) calendar days of the date of receipt of this Unsafe Condition or Hazard Report from the employee.

GREEN LAKE COUNTY WORKPLACE SAFETY GRIEVANCE FORM
Attachment C of Appendix J Form

Please fill out this form completely. If you need more space, use a separate sheet of paper.

Name of Grievant: Job Title:	Work Phone: Home Phone:
Home Mailing Address:	<p align="center">DATE AND TIME RECEIVED <i>(for County use only)</i></p>
1. Identification of Condition Being Grieved. Provide a description of the Workplace Safety condition being grieved.	
2. Basis For Grievance. Provide a detailed description of the standard under Wis. Admin. Code Chap. SPS 332 that you believe has been violated and a detailed description of any facts or information which support your belief.	
3. Witnesses. Identify by name, telephone number and address of all witnesses that you believe will support your claim that the County has violated a standard established under Wis. Admin. Code Chap. SPS 332. Provide a summary of the facts and/or information known by each witness.	
4. Documents. Attach any documents which support your claim. If you do not have a document, provide a description of the document which includes date of the document, the source of the document and the content of the document.	
5. Remedy Requested. Describe in detail the remedy you request.	
6. Certification and Signature. By my signature below, I certify that I have read the above complaint and, under penalty of law, I declare that this complaint is true and correct to my knowledge and belief. Signature of Grievant: _____ Date Signed: _____	

INSTRUCTIONS

1. USE: This Workplace Safety grievance form is for use in connection with the Green Lake County Grievance Procedure (Grievance Procedure) in the Green Lake County Personnel Policies and Procedures Manual (Manual). Any employee of Green Lake County may use the Grievance Procedure provided that the hazard or condition which is the subject of the grievance constitutes a “Workplace Safety” violation as defined in the Grievance Procedure *and* the employee has complied with the conditions for filing a Workplace Safety grievance outlined in the Grievance Procedure. An employee does not have to be personally impacted by a claimed hazard or condition in order to file a Workplace Safety grievance. Please refer to the Grievance Procedure in the Policies for additional rules and restrictions.

2. FILING DEADLINE: In accordance with section 1.04(B)(2) of the Grievance Procedure, this grievance form must be completely filled out, signed and filed by an employee with the Office of the County Clerk within ten (10) working days of: (a) the employee’s receipt of written notice from the County that the County will not be taking corrective action with respect to an alleged Workplace Safety violation previously reported by the employee; (b) the County’s failure to begin to take corrective action of a Workplace Safety violation as outlined in a written report by the County Clerk to the employee within ten (10) calendar days of the employee’s report of a Workplace Safety violation; or (c) the County’s failure to respond to a report of a Workplace Safety violation within ten (10) calendar days of receipt of a reported Workplace Safety violation by an employee. An employee may obtain an extension of time to file a grievance for a Workplace Safety violation. Please refer to the grievance Procedure for the rules governing extensions. The failure of an employee to timely file a grievance with the office of the County Clerk within ten (10) calendar days or any period of extension granted by the County Clerk shall constitute a waiver of the employee’s right to use the grievance procedure and an abandonment of the grievance. Please refer to the Grievance Procedure for further details regarding the initiation of a Workplace Safety grievance.

3. FILLING OUT THE GRIEVANCE FORM.

a. Condition Being Grieved. This section requires you to describe the Workplace Safety hazard or condition that you are grieving. A grievance form may only address one Workplace Safety hazard or condition.

b. Basis for Grievance. This section of the form requires you to provide a detailed description of the standard or standards under Wis. Admin. Code Chap. SPS 332 (“SPS 332”) that you believe the hazard or condition violates. The description must include an explanation as to *how* the hazard or condition constitutes a violation of SPS 332. Single word or limited responses simply indicating that the hazard or condition violates SPS 332 or a standard in SPS 332 are insufficient. A copy of SPS 332 and the regulations referenced in SPS 332 is available from the office of the Administrative Coordinator. Note that under the Grievance Procedure, you will have the burden of proving by a preponderance of the evidence that the condition constitutes a Workplace Safety violation and that corrective action by the County is required.

c. Witnesses. This section of the form requires you to identify all witnesses who you believe will support your claim. The last known telephone number and address of each witness must be provided. You are also required to provide a detailed description of the facts or

information known by each witness that supports your claim. You must provide a *detailed* description of the facts or information known by each witness.

d. Documents. This section of the form requires you to produce all documents you believe support your claim. If you do not have the documents, you are required to provide a description of each document which includes the date of the document, the source of the document and a description of the contents. The source can be, for example, an e-mail from a Department Head, Supervisor, co-worker or other individual, a County policy or communication, a time card, portions of an employee or county file or a document that you wrote. The description of the contents should include the subject of the document and the information in the document which you believe supports your position on the grievance.

e. Remedy Requested. This section requires you to describe your opinion on the appropriate remedy.

4. ASSISTANCE: All information on the grievance form *must* be provided. If you have any questions regarding the information required by the form, please contact the office of the Green Lake County Clerk at 920-294-4005. Employees in the Clerk's office may only offer assistance in identifying the information required in the grievance form. Employees in the Clerk's office cannot provide you with legal advice in connection with your grievance. Employees, using the grievance procedure, are encouraged to consult an attorney of their choice with any legal questions.

GREEN LAKE COUNTY GRIEVANCE PROCEDURE APPEAL FORM
Attachment D of Appendix J Form

INSTRUCTIONS: This form is to be used by employees and/or the County to appeal the written decision of an Impartial Hearing Officer relating to discipline, termination or workplace safety under the Green Lake County grievance procedure. The form must be completed and filed with the County Clerk within ten (10) calendar days of the date of the Impartial Hearing Officer's decision from which the appeal is being taken. Failure to file a written appeal within ten (10) calendar days of the Impartial Hearing Officer's decision will result in the waiver of the right to an appeal and the outcome of the proceedings before the Impartial Hearing Officer shall be final. You may only use the space provided on this form.

Name of Grievant: Job Title:	Work Phone: Home Phone:
Address:	DATE AND TIME RECEIVED <i>(for County use only)</i>

1. Decision From Which An Appeal Is Being Taken. Attach a copy of the Impartial Hearing Officer's decision to this form. If you do not have a copy, provide the date of the decision, the name of the Impartial Hearing Officer and briefly describe the decision and order of the Impartial Hearing Officer in the space below.

2. Basis For Appeal. Describe why you believe the decision of the impartial hearing officer was incorrect.

3. Remedy. Describe what you believe the Impartial Hearing Officer should have ordered and why.

Signature of Appealing Party: _____
Date Signed: _____

APPENDIX K



WCA GROUP HEALTH TRUST

**GREEN LAKE COUNTY
BENEFIT COVERAGE – 1/01/15**

	HMO PLAN
	In-Network Providers Only (United Healthcare - Choice+ Network)
Deductible	\$1,500 Individual \$3,000 Family
Coinsurance	100%
Out of Pocket Maximum	\$1,500 Individual \$3,000 Family
Affordable Health Care Out Of Pocket Maximum* (Incl All Office Copays, Urgent Care, Emergency Room & Prescription Drug Copays)	\$6,350/12,700
Lifetime Maximum	Unlimited
Inpatient Hospital & Outpatient Hospital	Deductible, then 100%
Office Visit	\$25 Copay; then 100%
Convenient Care – Access Affordable Healthcare	100%, Deductible Waived
Preventative Exam (1 st of Cal Yr-Pap, Prostate, Mammogram, & Colonoscopy- With or Without Diagnosis)	100%, Deductible Waived
Diagnostic Lab	100%, Deductible Waived
MRI/CT Scan (\$50 Gift Card – Smart MRI)	\$100 Copay; then 100%
Emergency Room	\$100 Copay Per Visit; Deductible Waived
Ambulance Service	Deductible, then 100%
Chiropractic Care	\$25 Copay; then 100%, Deductible Waived
Transplants	Deductible, then 100%
Mental Health, Alcohol, & Drug Benefits: Inpatient, Transitional, & Outpatient	Same As Any Other Illness
Treatment for Obesity Surgery	Not Covered
Oral Surgery	Deductible, then 100%
Hearing Exam	100% Deductible Waived
Routine Vision Exam	100%, Deductible Waived
Skilled Nursing Facility	Deductible, then 100%
Home Health Care	Deductible, then 100%
Physical, Speech, & Occupational Therapy	Deductible, then 100%
Durable Medical Equipment	Deductible, then 100% (No Maximum)
Prescription Drug Copays (No Step Therapy) \$0 Copay for Insulin Supplies No Mandatory Substitution Required	<u>(34 Day Supply)</u> \$10 Generic; \$40 Formulary; \$60 Brand <u>(90 Day Supply- Retail or Mail Order)</u> \$20 Generic; \$80 Formulary; \$120 Brand
Dental Plan Benefits (You can Utilize Any Dental Provider, there are no network requirements for Dental)	100%/Deductible Waived Preventative Only Exam/Cleaning/X-Ray

County HRA Contribution: Limited/Family \$1500, Single \$750

Insurance Premium Base Contribution by Employee for 2015 HMO: Single \$49.44, Limited \$102.40, Family \$134.80

APPENDIX K-1



WCA GROUP HEALTH TRUST

**GREEN LAKE COUNTY
BENEFIT COVERAGE**

	All Active Employees	Public Safety Employees Only (Eff. 6/01/15)
	HMO PLAN	HMO PLAN
	UHC Choice +	UHC Choice +
Deductible	\$1,500 Individual \$3,000 Family	\$2,500 Individual \$5,000 Family
Coinsurance	100%	90%
Out of Pocket Maximum	\$1,500 Individual \$3,000 Family	\$3,000 Individual \$6,000 Family
Affordable Health Care Out Of Pocket Maximum*- (Incl All Office Copays, Urgent Care, Emergency Room & Prescription Drug Copays)	\$2,500 Individual \$5,000 Family	\$4,000 Individual \$8,000 Family
Lifetime Maximum	Unlimited	Unlimited
Inpatient Hospital & Outpatient Hospital	Deductible, then 100%	Deductible, then 90%
Office Visit	\$25 Copay; then 100%	\$25 Copay; then 90%
Convenient Care – Access Affordable Healthcare	100%, Deductible Waived	100%, Deductible Waived
Preventative Exam	100%, Deductible Waived	100%, Deductible Waived
Diagnostic Lab	100%, Deductible Waived	90% , Deductible Waived
MRI/CT Scan (\$50 Gift Card – Smart MRI)	\$100 Copay; then 100%	\$100 Copay; then 90%
Emergency Room	\$100 Copay Per Visit; Deductible Waived	\$150 Copay Per Visit; Deductible Waived
Ambulance Service	Deductible, then 100%	Deductible, then 90%
Chiropractic Care	\$25 Copay; then 100%, Deductible Waived	\$25 Copay; then 90% , Deductible Waived
Transplants	Deductible, then 100%	Deductible, then 90%
Mental Health, Alcohol, & Drug Benefits: Inpatient, Transitional, & Outpatient	Same As Any Other Illness	Same As Any Other Illness
Treatment for Obesity Surgery	Not Covered	Not Covered
Oral Surgery	Deductible, then 100%	Deductible, then 90%
Hearing Exam	100% Deductible Waived	100% Deductible Waived
Routine Vision Exam	100%, Deductible Waived	100%, Deductible Waived
Skilled Nursing Facility	Deductible, then 100%	Deductible, then 90%
Home Health Care	Deductible, then 100%	Deductible, then 90%

Physical, Speech, & Occupational Therapy	Deductible, then 100%	Deductible, then 90%
	All Active Employees	Public Safety Employees Only (Eff. 6/01/15)
	HMO PLAN	HMO PLAN
	UHC Choice +	UHC Choice +
Durable Medical Equipment	Deductible, then 100% (No Maximum)	Deductible, then 90% (No Maximum)
Prescription Drug Copays (No Step Therapy) \$0 Copay for Insulin Supplies No Mandatory Substitution Required	<u>(34 Day Supply)</u> \$10 Generic; \$40 Formulary; \$60 Brand <u>(90 Day Supply- Retail or Mail Order)</u> \$20 Generic; \$80 Formulary; \$120 Brand	<u>(34 Day Supply)</u> \$10 Generic; \$40 Formulary; \$80 Brand <u>(90 Day Supply- Retail or Mail Order)</u> \$20 Generic; \$80 Formulary; \$160 Brand
Rx Copay Maximum	\$3,850/7,700	\$3,850/7,700
Dental Plan Benefits (You can Utilize Any Dental Provider, there are no network requirements for Dental)	100%/Deductible Waived Preventative Only Exam/Cleaning/X-Ray	100%/Deductible Waived Preventative Only Exam/Cleaning/X-Ray
Health Club Reimbursement	\$120 Individual \$240 Family	\$120 Individual \$240 Family
Premium: Single Limited Family Family One Over 65 Two Over 65		\$ 556.00 \$1,152.00 \$1,517.00 \$ 486.00 \$ 972.00